



Borough of Spring Grove

Mayor Beverly R. Hilt

Borough Meeting Agenda Packet Borough Office – 1 Campus Avenue January 16, 2023, at 7:00 P.M.

Borough Council

Rebecca J. Stauffer, *President*

Peter A. Lombardi, *Vice-President*

Robert W. Whyland, *President Pro-Tempore*

Kristina N. Morton

Phillip M. Klocek

Kevin E. March

Darrell A. Ledford

Borough Manager

Zachary R. Gulden, MPA

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Public Comments / Visitors

5. Meeting Items

A. Approval of Minutes: [December 19, 2022](#)

B. Treasurer's Report: [December 2022](#) & [Budget vs. Actual](#)

C. Administrative Business

1) [President](#)

2) [Mayor](#)

a) [Friendship Hose Company Report](#)

b) [York County Regional Police Department Report](#)

c) [Spring Grove Ambulance Report](#)

3) [Solicitor](#)

4) [Engineer's Report](#)

5) [Zoning](#), [Code](#), & [Parking](#) Enforcement Reports

6) [Recreation](#)

7) [Committee Reports](#)

D. New Business

1) [New employee handbook discussion.](#)

2) [Consider snowplow indemnity agreement with Friendship Hose Fire Company No. 1.](#)

3) [Consider appointment of Garrett Strouse as the Spring Grove Borough Fire Chief.](#)

- 4) [Consider approval of a handicapped parking space application for 30 North Main Street.](#)
 - 5) [Consider approval of Resolution 01-2023 – rescind approval of several handicapped parking spaces.](#)
 - 6) [Consider approval of fire box card changes as requested by Friendship Hose Company #1.](#)
 - 7) [Consider appointing Neal Doyle to the Planning Commission with a term of January 16, 2023 – January 16, 2027.](#)
- E. Old Business
- 1) [2023 Smoke in the Grove discussion and action.](#)
- F. [Correspondence and Other Business](#)
- 1) Office hour's update.

6. Adjournment - The next Council Meeting is scheduled on **February 20, 2023, at 7:00 P.M**

A. Approval of Minutes

**MINUTES OF SPRING GROVE BOROUGH
COUNCIL MEETING
December 19, 2022**

The Spring Grove Borough Council met for regular session on December 19, 2022. President Rebecca Stauffer called the meeting to order at 7:00 PM.

BOROUGH COUNCIL PRESENT:

Rebecca Stauffer
Phillip Klocek
Robert Whyland
Kristina Morton
Kevin March
Darrell Ledford

ALSO PRESENT:

Beverly Hilt, Mayor
Scott Miller, Director of Community Development
Zach Gulden, Borough Manager
Nicolle Ruth, Candidate for Executive Assistant
Peter Ruth, Solicitor

PRESENT VIA ZOOM:

Peter Lombardi

Visitors

Sergeant Ray Krzywulak - YARPD
Matthew Coyne, Friendship Hose Fire Co.
Garrett Strouse, Friendship Hose Fire Co.

Invocation and Pledge to the Flag

Public Comment

No comment.

Meeting Minutes

Minutes from the November 21, 2022, meeting was presented. Robert Whyland made a motion to approve the minutes, Kevin March seconded the motion. There was no discussion, and the motion passed unanimously.

Treasurer's Report

Expenses in November totaled \$980,721.31. Budget vs actual reports were provided. Kristina Morton motioned to approve the report. Darrell Ledford seconded the motion. There was no discussion, and the motion passed unanimously.

Administrative Reports

President

President Stauffer praised the council, fire department, and police department for all their help with the tree lighting event. She stated she received a lot of positive feedback from the community and had the most council presence at the event that she has ever seen.

President Stauffer also recognized Borough Manager, Zach Gulden for his hard work on collecting delinquent sewer/trash/refuse bills since he has been employed with the borough. When Zach started there was around \$100,000 in late bills. He has since followed the proper notice and shut off process to bring that number down to \$8,520.48.

Kevin March asked if there were any avenues for assistance with paying these bills that we could provide with residents. Zach said he does provide LIHEAP information with notices and help from local churches is available if residents reach out.

Mayor

Mayor Beverly Hilt thanked Becky Stauffer, Robert Whyland, and Peter Lombardi for their assistance in the borough office during staff changes. She then opened the floor for agency representatives to give their reports.

Friendship Hose Fire Company

Friendship Hose reported 24 calls in October, 3 of which were in Spring Grove Borough. The fire company began keeping track of their man hours per month, not including volunteer hours which are tracked separately. There were 44-man hours this month.

Police

Sergeant Ray Krzywulak had no comment or report. End of year financials were provided to council via email for review.

Mayor Beverly Hilt asked Sergeant Krzywulak if he had any information on a traffic incident during the tree lighting, but he was unsure of the incident as he was helping block off traffic at a different area.

Spring Grove Ambulance

Letter of termination included in meeting packet for council. Spring Grove Ambulance will be dissolving as of February 3rd, 2023, and WellSpan EMS, LLC will begin providing coverage in the area. WellSpan will be taking over the leases at the Northern York County Regional Police substation in Porters as well as the current station located at the York Airport. WellSpan will be reaching out to municipalities with more information in the coming months.

Garret Strouse from Friendship Hose Fire Company who also sits as a member of the current Spring Grove Ambulance board stated that there are a lot of positives with this transition. He also stated that he wanted people to know that just because the EMS service will now be run through WellSpan, that does not mean that you can only go to a WellSpan hospital.

Engineering Report

MS4

- Annual MS4 Report Submitted to PA DEP in September 2022. o ARRO had a meeting with Borough Staff to review 2022-2023 MS4 requirements and outline action items. A meeting in January is scheduled to assess program progress and review completed action items.
- MCM 3 – Illicit Discharge Detection and Elimination: No illicit discharges reported in the borough this month.

Development Plan Reviews

- 530 Monocacy Trail: At this time only, administrative comments remain (i.e., record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund)

North Loop Interceptor

- ARRO is working with the Borough to prepare an application for the H2O grant. This grant, if awarded to the project, would help to pay for much of the inflation-based increases in project cost and for increased project oversight.
- ARRO is recommending that the Borough Council adopt a resolution for inclusion with the application. A draft of the resolution has been provided to Zach Gulden

GIS

- ARRO continues to provide as-needed GIS support to Borough office staff and public works/maintenance staff.
- 250 Registered Users to date for Public Notification System.
- The Borough's current balance for SMS notifications is \$93.89
- ARRO will send e-mail's to previously registered landlords/property managers in the Borough with the 2023 rental property registration instructions in December 2022.
- ARRO provided Borough staff with a map of Borough parcels to confirm any parcels that should receive 2022 rental property registration instructions via standard mail.
- ARRO backed up the Borough's rental property and code enforcement databases (monthly; reoccurring)

Community Park - Phase 3

- Commonwealth is currently reviewing the latest Romtec plan revisions. Once Building Permit has been issued, an updated schedule with the contractor to re-mobilize/continue work will be determined.
- Shiloh Paving & Excavating has completed the removal of landfill waste soil stockpiles from the project site and has hauled materials to an approved dump site.
- ARRO has facilitated discussions with PA DEP Waste Management to obtain any required actions needed to continue construction activities for project. PA DEP requests that excavations where soil cap to landfill has been removed, that it's 2-ft. soil cap be reinstated during restorations.
- ARRO has made modifications to the stormwater management facilities to help limit exposure to landfill waste and additional work to haul off-site.
- ARRO is currently waiting on an updated schedule from the contractor for re-starting site activities. Schedule updates will be provided to Borough for review when provided. Anticipated that work will start back up by March 2023.

Solicitor

Solicitor Ruth worked with the personnel committee to review the employee handbook. Solicitor Ruth also provided an update on the legality of council members writing parking tickets in the borough. After review, he recommended this not be a task given to council members since appeals could be made to the council after a ticket was given, thus causing a conflict for the writing party. He advised that the police department and/or public works remain in charge of this process.

Zoning & Code Enforcement

Director of Community Development Scott Miller provided his monthly report in the Council packet. He reported that a Remax Office and a Tobacco Shop are going into the empty store

fronts in the Kennies Shopping Plaza. He also reports that Close Quarters Armory and Springwood Builders have occupied properties on Main St.

Recreation

A meeting to discuss the concept plans of the pocket park was held on December 2nd with representatives of the fire company, Kate King, Karla Schweitzer, Farrell & Assocs, Scott Miller, and Rebecca Stauffer. The group discussed general ideas and discussed having some sort of statue built out of old Pixelle machine parts as a historical aspect. Kate King is reaching out to the school district to see if this is something the art students would be interested in helping with. Future planning meetings to follow.

Committee Meetings

Personnel committee met to discuss the current employee handbook. Zach Gulden is going to send this out for review and will add it to the agenda for discussion at January's meeting.

New Business

- A. Council considered hiring Nicolle Ruth as the Executive Assistant with a start date effective January 3, 2023, at a rate of \$20.00 per hour, and an insurance stipend of \$12,000 per year if opting out of health/vision/dental benefits. Peter Lombardi made a motion to approve. Kristina Morton seconded the motion. There was no discussion, and the motion passed unanimously.
- B. Council considered approval of Resolution 12-2022 which maintains real estate tax rates for 2023 at the current milage rate of 6. Phillip Klocek made a motion to approve. Darrell Ledford seconded the motion. There was no discussion, and the motion passed unanimously.
- C. Council considered approval of Resolution 13-2022 which sets the wage and salary schedule for 2023 with a 3% wage increase across the board. Kristina Morton made a motion to approve. Kevin March seconded the motion. There was no discussion, and the motion passed unanimously.
- D. Council considered approval of Resolution 14-2022 which establishes the miscellaneous fee schedule for 2023. Phillip Klocek made a motion to approve. Kristina Morton seconded the motion. There was no discussion, and the motion passed unanimously.
- E. Council considered approval of Resolution 15-2022 which establishes the sewer rates for 2023 with a 5% increase. Philip Klocek made a motion to approve. Kristina Morton seconded the motion. There was no discussion, and the motion passed unanimously.

- F. Council considered approval of Resolution 16-2022 which establishes the stormwater management assessment rate for 2023 at \$25 per ERU. Kevin March made a motion to approve. Darrell Ledford seconded the motion. There was no discussion, and the motion passed unanimously.
- G. Council considered approval of the 2023 budget. Kristina Morton made a motion to approve. Robert Whyland seconded the motion. There was no discussion, and the motion passed unanimously.
- H. Council considered approval of Resolution 17-2022 which authorizes the submission of a H2O Grant from the Commonwealth Financing Authority in the amount of \$208,518 for the North Loop Interceptor Upgrade Project. Robert Whyland made a motion to approve. Darrell Ledford seconded the motion. There was no discussion, and the motion passed unanimously.
- I. Council considered approval of the holiday calendar for 2023 which added four additional federally recognized holidays. Kristina Morton made a motion to approve. Darrell Ledford seconded the motion. After discussion, the motion passed 4-3.
- J. Council considered authorizing advertisement of the 2023 meeting notice. Robert Whyland made a motion to approve. Phillip Kloczek seconded the motion. There was no discussion, and the motion passed unanimously.
- K. Council considered appointing Michael Treadway to the Planning Commission with a term of December 19, 2022 – December 19, 2026. Darrell Ledford made a motion to approve. Robert Whyland seconded the motion. Michael will be added to the temporary planning commission until there are enough members to make an official planning commission. Motion passed unanimously.

Old Business

- A. 2023 Smoke in the Grove discussion and action – Andrew Shaffer was not in attendance at this meeting to discuss Smoke in the Grove with council, but Zach Gulden conveyed that Mr. Shaffer is concerned the borough is no longer interested in hosting the event. Mr. Shaffer proposed that New Freedom Borough would be willing to buy the event supplies and equipment for a total of \$9,000. After extensive discussion, council decided that staff would discuss with Mr. Shaffer the potential of a contract for the event to remain in Spring Grove. Council will discuss the continuance of the event after receiving Mr. Shaffer's reply.

Correspondence and other business

- A. Correspondence from the York County Rail Trail Authority – Memorandum of understanding that it is the borough's responsibility to maintain the newly paved portion of the Trolley Trail.

Phillip Klocek made a motion to adjourn the meeting. Kevin March seconded the motion to adjourn. Motion passed unanimously. The meeting adjourned at 9:11 PM.

The next meeting is scheduled January 19, 2023, at 7:00 pm at the Borough building.

Respectfully Submitted,
Kristina Morton, Council Member

B. Treasurer's Report

December expenses totaling \$699,065.56

Borough of Spring Grove
Profit & Loss by Class
December 2022

[illegible]

EXPENSES

	Capital Reserve	General	Highway Aid	Refuse	Sewer	Stormwater Retention	Unclassified	TOTAL
▼ Expense								
402.311 • Accounting & Auditing	0.00	500.00	0.00	0.00	0.00	0.00	0.00	500.00
402.460 • Meeting & Conferences	0.00	110.00	0.00	0.00	690.00	0.00	0.00	800.00
403.100 • YATB - LST & EIT Compensation	0.00	516.17	0.00	0.00	0.00	0.00	0.00	516.17
403.110 • Tax Collector - Compensation	0.00	9.00	0.00	0.00	0.00	0.00	0.00	9.00
404.130 • Legal Fees	0.00	1,809.00	0.00	0.00	162.00	0.00	0.00	1,971.00
404.300 • Codification	0.00	4,882.28	0.00	0.00	0.00	0.00	0.00	4,882.28
405.120 • Salary - Manager	0.00	3,646.55	0.00	463.70	3,670.25	463.70	0.00	8,244.20
405.140 • Salary - Executive Assistant	0.00	3,220.57	0.00	267.36	1,715.56	0.00	0.00	5,203.49
405.210 • Office Supplies	0.00	244.79	0.00	0.00	0.00	0.00	0.00	244.79
405.220 • Office Operating Supplies	0.00	107.74	0.00	0.00	426.46	0.00	0.00	534.20
405.260 • Office Small Tool & Minor Equip	0.00	137.78	0.00	0.00	0.00	0.00	0.00	137.78
405.325 • Postage	0.00	362.29	0.00	300.00	300.00	300.00	0.00	1,262.29
405.341 • Advertisement	0.00	244.45	0.00	0.00	176.00	0.00	0.00	420.45
405.342 • Printing	0.00	117.98	0.00	0.00	0.00	0.00	0.00	117.98
405.450 • Contracted Services	0.00	1,089.72	0.00	271.88	577.65	0.00	0.00	1,939.25
408.130 • Engineering Fees	0.00	599.25	0.00	0.00	3,813.01	4,787.00	0.00	9,199.26
409.140 • Wages - Labor	0.00	6,953.56	0.00	0.00	0.00	335.06	0.00	7,288.62
409.220 • Operating Supplies	0.00	57.80	0.00	0.00	0.00	0.00	0.00	57.80
409.230 • Heating Fuel Oil	0.00	221.48	0.00	0.00	0.00	0.00	0.00	221.48
409.320 • Telephone	0.00	169.04	0.00	0.00	231.86	0.00	0.00	400.90
409.325 • Internet & Website	0.00	1,977.39	0.00	0.00	139.89	0.00	0.00	2,117.28
409.361 • Electricity	0.00	268.28	0.00	0.00	3,623.52	0.00	0.00	3,891.80
409.362 • Natural Gas Service	0.00	836.85	0.00	0.00	0.00	0.00	0.00	836.85
409.370 • Maintenance Service	0.00	736.71	0.00	0.00	0.00	0.00	0.00	736.71
409.374 • Repair & Maint. - Buildings	0.00	390.00	0.00	0.00	0.00	0.00	0.00	390.00
410.540 • York County Quick Response Te...	0.00	300.00	0.00	0.00	0.00	0.00	0.00	300.00
411.540 • Contribution - Friendship FD	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
413.450 • Contracted Service-Code Service	0.00	1,100.00	0.00	0.00	0.00	0.00	0.00	1,100.00
427.450 • Trash & Recycling Contract	0.00	0.00	0.00	27,268.29	0.00	0.00	0.00	27,268.29
429.101 • JCJSA Shared Operator	0.00	0.00	0.00	0.00	3,762.74	0.00	0.00	3,762.74
429.140 • Labor	0.00	0.00	0.00	0.00	5,033.81	0.00	0.00	5,033.81
429.200 • Materials & Supplies	0.00	0.00	0.00	0.00	61.05	0.00	0.00	61.05
429.367 • Lab Services	0.00	0.00	0.00	0.00	2,642.00	0.00	0.00	2,642.00
429.374 • Repair & Maint - Equip/Bldg	0.00	0.00	0.00	0.00	21,426.51	0.00	0.00	21,426.51
429.451 • Sludge Disposal	0.00	0.00	0.00	0.00	8,048.52	0.00	0.00	8,048.52
430.130 • Wages - Laborers	0.00	249.75	0.00	0.00	0.00	0.00	0.00	249.75
430.250 • Vehicle Repair & Maintenance	0.00	2,048.61	0.00	0.00	0.00	0.00	0.00	2,048.61
430.260 • Small Tools - Minor Equipment	0.00	102.96	0.00	0.00	0.00	0.00	0.00	102.96
433.300 • PA One Call Services	0.00	38.16	0.00	0.00	0.00	0.00	0.00	38.16
434.361 • Electric - Street Lights	0.00	0.00	14.92	0.00	0.00	0.00	0.00	14.92
▶ 452.200 • Special Events - BBQ	0.00	204.66	0.00	0.00	0.00	0.00	0.00	204.66
452.201 • Special Events - Tree Lighting	0.00	3,293.00	0.00	0.00	0.00	0.00	0.00	3,293.00
454.100 • Park Development	0.00	-23,852.00	0.00	0.00	0.00	0.00	0.00	-23,852.00
462.120 • Community Development Direct...	0.00	3,298.80	0.00	0.00	0.00	1,089.60	0.00	4,388.40
472.201 • 2021 Bond Issue - Interest	2,258.00	5,644.00	0.00	0.00	104,974.00	0.00	0.00	112,876.00
472.203 • 2018 G.O. Note - Interest	0.00	0.00	0.00	0.00	214.32	0.00	0.00	214.32
473.000 • Bond Issue Costs	1,156.00	8,093.00	0.00	0.00	106,366.00	0.00	0.00	115,615.00
480.000 • Miscellaneous Expenditures	0.00	-32,927.62	0.00	0.00	6,781.43	0.00	0.00	-26,146.19
486.354 • Workers Comp Insurance	0.00	4,498.00	0.00	0.00	0.00	0.00	0.00	4,498.00
487.156 • Hospital & Major Med Insurance	0.00	4,589.81	0.00	0.00	3,436.20	0.00	0.00	8,026.01
487.161 • Social Security Match	0.00	1,126.72	0.00	44.77	847.04	115.50	0.00	2,134.03
487.163 • Medicare Match	0.00	263.54	0.00	10.46	198.08	27.00	0.00	499.08
492.010 • TRANSFER TO GENERAL FUND	0.00	0.00	0.00	0.00	85,792.00	0.00	0.00	85,792.00
492.300 • Fund Transfer - Capital Reserve	0.00	0.00	0.00	0.00	8,699.00	0.00	0.00	8,699.00
494.000 • Bond Discount	708.00	4,959.00	0.00	0.00	65,179.00	0.00	0.00	70,846.00
495.000 • Payment to Refund Bonds	51,787.00	151,171.00	0.00	0.00	0.00	0.00	0.00	202,958.00
6560 • PAYROLL EXPENSES	0.00	-0.65	0.00	0.00	0.00	0.00	0.00	-0.65
Total Expense	55,909.00	168,409.42	14.92	28,626.46	438,987.90	7,117.86	0.00	699,065.56
Net Income	0.00	139,369.42	178.52	-2,173.99	-57,639.37	2,545.84	0.00	82,280.42

Budget vs. Actual

Borough of Spring Grove
Budget vs. Actual - General Fund
 January through December 2022

	Jan - Dec 22	Budget
Income		
301.100 · R/E Tax - Current Year	719,434.18	710,000.00
301.200 · R/E Tax - Prior Year	9,864.13	12,000.00
301.400 · R/E Tax - Delinquent	1,854.77	5,000.00
310.100 · Real Estate Transfer Tax	112,899.71	20,000.00
310.210 · EIT - Current Year	225,305.73	170,000.00
310.220 · EIT - Prior Year	99,404.71	80,000.00
310.230 · EIT - Delinquent & Prior	2,457.79	1,200.00
310.510 · Local Services Tax (LST)	75,295.84	58,000.00
321.800 · Cable TV Franchise	19,837.68	8,000.00
331.100 · District Magistrate - Summary	6,183.17	6,100.00
331.110 · Fines - Clerk of Courts	1,536.72	3,200.00
331.111 · Vehicle Code - State Police	937.80	500.00
331.120 · Parking Violations	2,415.10	3,000.00
331.121 · Quality of Life Violations	100.00	750.00
341.000 · Interest Earnings	9,837.44	300.00
342.100 · Rent of Land	20,836.56	12,054.00
351.530 · American Rescue Plan Funding	114,705.55	43,985.00
354.090 · Keystone Communities	0.00	10,000.00
354.093 · Keystone Recreation Grant	62,000.00	77,500.00
354.097 · York County Community Foundatio	0.00	5,000.00
354.099 · Marcellus Shale Grant	25,000.00	
354.100 · CFA Grant	0.00	250,000.00
355.010 · Public Utility Tax Refund	1,088.35	975.00
355.080 · Alcoholic Beverage Tax	600.00	600.00
355.090 · Recycling Performance Grant	4,598.07	0.00
355.130 · Foreign Fire Insurance Premium	13,326.60	10,300.00
355.140 · Pension Allocation - Nonuniform	31,082.71	20,000.00
357.030 · County Grant	1,450.85	25,000.00
358.413 · Codes Enforcement Officer	0.00	2,000.00
361.340 · Zoning Hearing Fees	0.00	1,500.00
362.402 · Rental Property Annual Fee	21,750.00	22,000.00
362.405 · Rental Property Inspections	0.00	100.00
362.410 · Building & Zoning Permit Fees	26,325.00	4,500.00
362.430 · L & I Permit Fees (\$4.50)	256.75	0.00
362.450 · Use & Occupancy Fees	1,760.00	500.00

362.480 • Street Cut - Permit/ Inspection	1,050.00	500.00
363.100 • Street, Sidewalk, Curb Repairs	734.25	250.00
363.300 • Street Light Locate Charges	500.00	75.00
363.500 • Intermunicipal Service Charges	30,616.00	20,000.00
363.510 • JCJSA Intermunicipal Fees	5,600.65	5,200.00
364.904 • Grease/Oil Interceptor Insp Fee	50.00	0.00
▶ 367.805 • Events - BBQ	135,714.46	85,000.00
367.806 • Events - Tree Lighting	9,887.63	5,000.00
380.000 • Miscellaneous Revenue	-56,193.33	2,000.00
380.300 • Christmas Tree Contributions	0.00	1,500.00
392.000 • Interfund Transfer	85,792.00	0.00
393.103 • 2021 Bond Proceeds 2	132,442.00	
394.000 • Bond Premium	11,633.00	
394.100 • Refund of Prior Year Expense	20,166.43	0.00
Total Income	1,990,138.30	1,683,589.00
▼ Expense		
400.110 • Salaries & Wages - Council	3,590.00	4,200.00
401.110 • Salaries & Wages - Mayor	600.00	720.00
402.311 • Accounting & Auditing	6,825.00	7,150.00
402.312 • Consultation Fees	2,000.00	0.00
402.350 • Insurance & Bond	1,103.00	500.00
402.420 • Dues & Subscriptions	2,554.00	1,500.00
402.460 • Meeting & Conferences	1,608.00	1,000.00
403.100 • YATB - LST & EIT Compensation	7,085.69	6,184.00
403.110 • Tax Collector - Compensation	1,905.75	2,100.00
403.210 • Tax Collector - Supplies	686.08	750.00
403.353 • Tax Collector - Bond	387.00	350.00
403.420 • Tax Collector - Dues/Membership	0.00	200.00
404.130 • Legal Fees	18,891.75	8,000.00
404.300 • Codification	6,077.28	3,000.00
405.120 • Salary - Manager	51,272.83	47,970.00
405.140 • Salary - Executive Assistant	33,846.75	32,445.00
405.141 • Salary - Office Assistant	0.00	2,000.00
405.142 • Staff bonuses	1,700.00	1,700.00
405.210 • Office Supplies	1,464.18	1,500.00
405.220 • Office Operating Supplies	1,989.97	1,000.00

405.260 • Office Small Tool & Minor Equip	325.71	1,500.00
405.325 • Postage	1,170.26	2,000.00
405.341 • Advertisement	2,615.19	1,500.00
405.342 • Printing	2,695.83	500.00
405.350 • Other Services & Charges	118.69	1,000.00
405.374 • Maint & Repairs - Equipment	0.00	500.00
405.450 • Contracted Services	10,838.13	7,000.00
405.740 • Major Purchases	13,445.60	0.00
408.130 • Engineering Fees	61,201.34	84,000.00
409.140 • Wages - Labor	84,736.51	74,364.00
409.220 • Operating Supplies	759.10	500.00
409.230 • Heating Fuel Oil	1,760.48	2,000.00
409.250 • Repair & Maint. Supplies	1,320.56	1,500.00
409.320 • Telephone	3,237.28	3,500.00
409.325 • Internet & Website	5,235.35	4,000.00
409.361 • Electricity	4,434.12	10,000.00
409.362 • Natural Gas Service	2,799.48	2,000.00
409.366 • Water Services	1,148.75	1,500.00
409.370 • Maintenance Service	7,465.50	9,300.00
409.374 • Repair & Maint. - Buildings	1,127.70	7,500.00
409.450 • Alarm Monitoring	385.00	1,000.00
410.210 • Parking Enforcement Supplies	20.99	0.00
410.450 • Police Contract Service	388,000.00	388,000.00
410.540 • York County Quick Response Team	300.00	300.00
410.550 • Animal Control	758.95	
411.363 • Fire Hydrant Service	18,609.80	20,304.00
411.500 • Foreign Fire Insurane Premium	13,326.60	11,900.00
411.540 • Contribution - Friendship FD	20,000.00	20,000.00
412.540 • Contribution - Wellspan EMS	18,750.00	25,000.00
413.450 • Contracted Service-Code Service	31,977.50	25,000.00
414.314 • Zoning - Legal Services	0.00	2,000.00
414.341 • Zoning - Advertisment	0.00	1,300.00
429.101 • JCJSA Shared Operator	244.01	0.00
430.130 • Wages - Laborers	1,764.91	9,180.00
430.231 • Vehicle Fuel - Gas	1,323.84	3,800.00
430.232 • Vehicle Fuel - Diesel	1,042.95	2,300.00

430.245 • Material & Supplies - Highway	381.40	500.00
430.246 • Other Services Supply	0.00	5,000.00
430.250 • Vehicle Repair & Maintenance	9,184.52	8,000.00
430.260 • Small Tools - Minor Equipment	226.39	1,000.00
430.440 • Uniforms - Purchase	821.98	600.00
430.450 • GPS Contracted Services	890.45	1,000.00
432.200 • Snow - Materials & Supplies	6,063.35	7,500.00
433.200 • Signs - Material & Supply	6,152.74	2,000.00
433.300 • PA One Call Services	303.58	150.00
434.372 • Street Light Repair	980.00	0.00
435.372 • Sidewalk & Curb Repairs	540.00	0.00
439.250 • Streets - Repair & Maint Supply	102.00	0.00
439.450 • Streets - Contracted Services	351,469.37	312,000.00
▶ 452.200 • Special Events - BBQ	104,134.53	80,000.00
452.201 • Special Events - Tree Lighting	4,992.65	5,000.00
454.100 • Park Development	200,614.88	584,841.00
455.720 • Trees & Supplies	2,450.00	500.00
456.500 • Appropriation - Library	6,000.00	6,000.00
459.481 • Appropriation - SGRPRC	16,011.00	16,011.00
459.540 • Appropriation - York SPCA	1,116.52	1,117.00
459.542 • Windy Hill on the Campus	3,000.00	3,000.00
462.120 • Community Development Director	44,563.61	42,488.00
462.510 • Main Street Facade Program	0.00	10,000.00
471.201 • 2021 Bond Issue - Principal	70,685.10	70,685.00
472.201 • 2021 Bond Issue - Interest	13,604.56	7,961.00
473.000 • Bond Issue Costs	8,093.00	
480.000 • Miscellaneous Expenditures	-26,759.73	5,000.00
486.351 • Property Insurance	3,362.07	18,323.00
486.353 • Error & Omission Insurance	4,478.00	4,143.00
486.354 • Workers Comp Insurance	13,504.25	11,000.00
487.156 • Hospital & Major Med Insurance	42,342.27	97,500.00
487.160 • Employee Pension	39,614.00	28,836.00
487.161 • Social Security Match	13,601.07	12,686.00
487.162 • Unemployment Compensation	1,553.93	5,831.00
487.163 • Medicare Match	3,180.77	2,967.00
487.164 • Education & Training	491.78	2,000.00
492.300 • Fund Transfer - Capital Reserve	12,500.00	12,500.00
494.000 • Bond Discount	4,959.00	
495.000 • Payment to Refund Bonds	151,171.00	
6560 • PAYROLL EXPENSES	-0.65	
Total Expense	1,962,906.80	2,212,656.00
Net Income	27,231.50	-529,067.00

Borough of Spring Grove
Budget vs. Actual - Sewer Fund
 January through December 2022

	Jan - Dec 22	Budget
Income		
350.100 • JCJSA Operator	83,419.99	77,500.00
354.096 • PA DCED	0.00	411,669.00
364.121 • Light Commercial Charges	120,055.07	95,000.00
364.123 • Residential Charges	666,767.22	780,000.00
364.125 • Industrial Charges	131,190.89	126,280.00
364.128 • Heavy Commercial Charges	252,742.46	225,000.00
364.130 • Jackson TWP - Sewer Charges	10,388.90	9,500.00
364.900 • Connection Fee	680.00	100.00
364.902 • Tapping Fees	155,360.00	16,500.00
364.907 • Sludge Treatment	13,054.50	4,000.00
380.000 • Miscellaneous Revenue	3,693.00	100.00
393.100 • 2015 Bond Issue	311,010.00	0.00
Total Income	1,748,362.03	1,745,649.00
Expense		
402.311 • Accounting & Auditing	6,325.00	6,900.00
402.420 • Dues & Subscriptions	440.00	450.00
402.460 • Meeting & Conferences	690.00	2,200.00
404.130 • Legal Fees	2,069.50	3,000.00
405.120 • Salary - Manager	21,085.69	18,450.00
405.140 • Salary - Executive Assistant	10,779.62	11,588.00
405.210 • Office Supplies	21.07	300.00
405.220 • Office Operating Supplies	619.94	300.00
405.325 • Postage	1,300.00	2,500.00
405.341 • Advertisement	782.00	1,000.00
405.342 • Printing	1,189.80	500.00
405.450 • Contracted Services	16,426.07	7,800.00
408.130 • Engineering Fees	48,715.30	76,500.00
409.140 • Wages - Labor	129.78	
409.320 • Telephone	3,443.72	4,200.00
409.325 • Internet & Website	1,246.04	1,500.00
409.361 • Electricity	50,070.63	53,000.00
429.101 • JCJSA Shared Operator	97,367.55	102,000.00
429.140 • Labor	59,633.26	55,328.00
429.200 • Materials & Supplies	3,827.38	5,000.00
429.225 • Chlorine & Chemical Supplies	59,424.30	36,000.00

429.230 • Heating - Fuel Oil	1,940.40	1,000.00
429.260 • Purchase of Small Equipment	610.95	7,000.00
429.366 • Water Rent	791.05	1,000.00
429.367 • Lab Services	17,183.13	20,000.00
429.374 • Repair & Maint - Equip/Bldg	178,546.51	518,000.00
429.425 • Permits & Fees	1,210.00	1,000.00
429.440 • Uniform Purchase	475.78	400.00
429.451 • Sludge Disposal	101,100.89	55,000.00
429.650 • Inflow & Infiltration	6,429.82	5,000.00
462.120 • Community Development Director	544.80	
471.201 • 2021 Bond Issue - Principal	238,994.96	238,995.00
471.203 • 2018 G.O. Note - Principal	51,000.00	51,000.00
472.201 • 2021 Bond Issue - Interest	224,944.00	119,970.00
472.203 • 2018 G.O. Note - Interest	2,126.80	2,127.00
473.000 • Bond Issue Costs	106,366.00	
480.000 • Miscellaneous Expenditures	6,920.43	500.00
486.351 • Property Insurance	13,949.12	15,183.00
486.354 • Workers Comp Insurance	4,942.75	7,250.00
487.156 • Hospital & Major Med Insurance	96,178.14	97,500.00
487.161 • Social Security Match	8,292.07	8,927.00
487.162 • Unemployment Compensation	1,365.54	4,103.00
487.163 • Medicare Match	1,939.32	2,088.00
487.164 • Education & Training	2,392.39	750.00
492.010 • TRANSFER TO GENERAL FUND ▶	85,792.00 ◀	
492.300 • Fund Transfer - Capital Reserve	21,199.00	12,500.00
494.000 • Bond Discount	65,179.00	
Total Expense	1,626,001.50	1,557,809.00
Net Income	122,360.53	187,840.00

Borough of Spring Grove
Budget vs. Actual - Capital Reserve Fund
January through December 2022

	Jan - Dec 22	Budget
Income		
392.010 • Fund Transfer - General Fund ▶	12,500.00 ◀	12,500.00
392.040 • Fund Transfer - Refuse Fund	1,000.00	1,000.00
392.050 • Fund Transfer - Stormwater Fund	2,500.00	2,500.00
392.080 • Fund Transfer - Sewer Fund	21,199.00	12,500.00
393.000 • 2021 Bond Proceeds	45,548.00	
394.000 • Bond Premium	1,662.00	
Total Income	84,409.00	28,500.00
Expense		
471.201 • 2021 Bond Issue - Principal	5,319.94	5,320.00
472.201 • 2021 Bond Issue - Interest	2,651.84	394.00
473.000 • Bond Issue Costs	1,156.00	
494.000 • Bond Discount	708.00	
495.000 • Payment to Refund Bonds	51,787.00	
Total Expense	61,622.78	5,714.00
Net Income	22,786.22	22,786.00

Borough of Spring Grove
Budget vs. Actual - Highway Aid Fund
 January through December 2022

	Jan - Dec 22	Budget
Income		
341.000 • Interest Earnings	721.32	160.00
355.050 • Liquid Fuels Tax Refund	67,479.99	63,381.00
Total Income	68,201.31	63,541.00
Expense		
433.200 • Signs - Material & Supply	317.25	2,000.00
433.370 • Signal - Repair & Maintenance	399.01	2,000.00
434.361 • Electric - Street Lights	42,906.81	40,200.00
434.372 • Street Light Repair	0.00	2,000.00
Total Expense	43,623.07	46,200.00
Net Income	<u>24,578.24</u>	<u>17,341.00</u>

Borough of Spring Grove
Budget vs. Actual - Stormwater Fund
 January through December 2022

	Jan - Dec 22	Budget
Income		
361.350 • Stormwater Retention Fees	32,438.50	4,000.00
383.160 • Stormwater Assessment	105,249.05	101,000.00
Total Income	137,687.55	105,000.00
Expense		
402.311 • Accounting & Auditing	925.00	1,750.00
404.130 • Legal Fees	1,125.00	1,500.00
405.120 • Salary - Manager	4,126.89	3,690.00
405.210 • Office Supplies	0.00	200.00
405.325 • Postage	1,100.00	1,200.00
405.341 • Advertisement	0.00	500.00
405.342 • Printing	158.17	750.00
405.450 • Contracted Services	749.41	6,300.00
405.740 • Major Purchases	0.00	78.00
408.130 • Engineering Fees	36,463.50	47,000.00
409.140 • Wages - Labor	3,848.64	5,208.00
446.372 • Stormwater Management	1,741.86	20,000.00
446.425 • Permits and Fees	1,000.00	1,000.00
462.120 • Community Development Director	13,485.44	14,163.00
480.000 • Miscellaneous Expenditures	0.00	100.00
487.161 • Social Security Match	1,307.42	1,430.00
487.163 • Medicare Match	305.82	334.00
487.164 • Education & Training	0.00	1,764.00
492.300 • Fund Transfer - Capital Reserve	2,500.00	2,500.00
Total Expense	68,837.15	109,467.00
Net Income	<u>68,850.40</u>	<u>-4,467.00</u>

Borough of Spring Grove
Budget vs. Actual - Refuse Fund
 January through December 2022

	Jan - Dec 22	Budget
Income		
355.090 · Recycling Performance Grant ▶	4,241.10 ◀	6,000.00
364.300 · Solid Waste - Collection Fee	289,862.85	272,000.00
380.000 · Miscellaneous Revenue	25.00	100.00
Total Income	294,128.95	278,100.00
Expense		
402.311 · Accounting & Auditing	2,325.00	2,750.00
404.130 · Legal Fees	0.00	500.00
405.120 · Salary - Manager	4,126.89	3,690.00
405.140 · Salary - Executive Assistant	2,071.39	2,318.00
405.210 · Office Supplies	0.00	100.00
405.220 · Office Operating Supplies	23.99	100.00
405.325 · Postage	1,235.84	1,500.00
405.341 · Advertisement	0.00	500.00
405.342 · Printing	191.17	250.00
405.450 · Contracted Services	3,939.58	6,300.00
427.450 · Trash & Recycling Contract	277,695.03	247,020.00
427.700 · Recycling Bins	1,092.30	2,000.00
480.000 · Miscellaneous Expenditures	125.00	250.00
487.161 · Social Security Match	374.34	369.00
487.163 · Medicare Match	87.58	86.00
492.300 · Fund Transfer - Capital Reserve	1,000.00	1,000.00
Total Expense	294,288.11	268,733.00
Net Income	-159.16	9,367.00

C. Administrative Business

1) President

2) Mayor

A. Friendship Hose Company Report

Spring Grove Borough,

I am forwarding the January 2023 report from Friendship Hose Co #1 Membership Meeting.

Remember Fire Department Dinners and Bingo Thursday, Opening at 330 pm for dinners. Doors open for Bingo at 530 First game is at 645. And yes, we have room for more players. Please pass it along to your family, friends and neighbors. The membership is utilizing the Bailey's disinfecting solution to spray after bingo and all other functions to assist with COVID.

Bell tower lighting J Miller Electric completed the lighting to the Bell Tower and the back parking lot.

Kitchen our dinner specials have been doing very well.

The pie sale is being planned for Presidents Day Dates and times to follow.

There were 8 applications for membership to join our organization. There were 1 Junior member, 2 active Fire police/Social and 5 Social Members. They were excepted by acclamation and approved by the membership.

The new elected officers were sworn into office by Mayor Beverly Hilt.

The agreement presented by the Borough Manager was approved per the membership, President Auchey will stop at the borough office.

Chief Report.

Our Department Responded to 29 calls for the month of December and 222 for the year of 2022:

6 - Spring Grove Borough
10 - Jackson Twp
3 - North Codorus
2- Manhiem Twp
2 – West York
2 – Paradise Twp
1 – West Manchester Twp
3 – HeidelbergTwp

*December 2022 Reports attached.
Annual Reports for 2022 attached*

Report of the treasury:

Beginning checking balance:	<u>17,029.66</u>
Receipts:	14,877.01
Expenses:	14,526.37
Ending Balance	<u>17380.30</u>

Expenses:

Met ed –	757.87
Columbia Gas –	652.69
York water –	120.45
Trash –	242.85
Kitchen Supplies –	3,098.90
Operational –	2,939.67
Engine payment –	1,847.51
Fire Police Equipment	509.00
Rutters Fuel	776.66
Total Expenses -	<u>10,945.60</u>
Primary Savings –	3,207.43
Primary Checking –	17,380.30
Apparatus Checking -	33,137.00
Apparatus Fund Savings	25.70
Small games Checking –	11,972.31
Small Games Savings –	20.45
Investments –	239,519.27
Grand Total –	<u>305,262.46</u>

We are always looking for new members Active Firefighters Active social members to assist with functions as well as administrative positions. Anyone interested please feel free to contact Brent L. Auchey/ President Po box 64 Spring Grove Pa. 17362 fhco1sta4@gmail.com 717476-4871, Donations are also always needed and appreciated. Donations may be sent to Friendship Hose Company #1 P O Box # 64 Spring Grove Pa. 17362

Respectfully submitted,

Brent L. Auchey
President
Friendship Hose Co.#1
73 S. Main Street
PO Box 64
Spring Grove Pa. 17362
717-476-4871

B. York County Regional Police Department Report

a. Board Minutes – November 2022

A PUBLIC MEETING YORK COUNTY REGIONAL POLICE COMMISSION NOVEMBER 10, 2022

A public meeting of the York County Regional Police Commission was held on Thursday, November 10, 2022, at the York County Regional Police Building, 33 Oak Street, York, PA 17402.

Those present were David Naylor, Commissioner, Kathleen Kerchner, Commissioner, Robert Kessler, Commissioner, Paul Knepper, Commissioner, Rodney Sechrist, Commissioner, Bryan Rizzo, Deputy Chief, Steven Hovis, Solicitor, and Tracy Fleming, Business Administrator.

Commissioner Naylor called the meeting to order at 6:00 pm.

Pledge of Allegiance.

Commissioner Naylor asked for a motion to accept the agenda as presented. Commissioner Kessler made a motion to accept the agenda as presented, seconded by Commissioner Kerchner, motion carried.

PUBLIC COMMENT

There was no public comment.

CONTRACTING MUNICIPALITIES' COMMENTS

Commissioner Naylor asked the Contracting Municipalities if they had any comments regarding police services.

DALLASTOWN BOROUGH – No comments.

JACOBUS BOROUGH – Mayor Gruendler said they are still happy with the police service.

MANCHESTER BOROUGH – No comments.

MT. WOLF BOROUGH – No comments.

SPRING GROVE BOROUGH – Mayor Hilt stated the Borough has hired a new Borough Manager, Zach Gulden.

YOE BOROUGH – No comments.

APPROVAL OR AMENDMENT TO MINUTES OF OCTOBER 13, 2022

Commissioner Kessler made a motion to approve the minutes of the October 13, 2022, meeting, seconded by Commissioner Kerchner, motion carried.

CORRESPONDENCE/COMMUNICATIONS

There were no correspondence/communications to report.

FINANCIAL REPORT

Grants – Tracy Fleming informed the Commissioners she had to set up two new accounts for the Regional Policing Grant because Grant expenses must be in their own general

ledger account. The accounts are 610.211 Supplies-Grant PA RPG 2022 and 610.760 Equipment-Grant PA RPG 2022.

Monthly Report – Tracy Fleming informed the Commissioners parking ticket funds collected for the municipalities were paid to the municipalities for the first three quarters ending September 30, 2022 on October 30, 2022. Tracy Fleming said in 2023 we are going to try and pay the parking tickets collected on a quarterly basis. Tracy Fleming stated the four MMOs were paid on October 20, 2022.

Approval of Expenses for October 1, 2022 to October 31, 2022 - \$2,176,434.34

Commissioner Naylor asked for a motion to approve the expenses for October 1, 2022 – October 31, 2022 in the amount of \$2,176,434.34. A motion to approve the expenses was made by Commissioner Kessler, seconded by Commissioner Kerchner, motion carried.

Approval of Building Fund Expenses for October 1, 2022 to October 31, 2022 - \$1,400.00

Commissioner Naylor asked for a motion to approve the expenses for October 1, 2022 – October 31, 2022 in the amount of \$1,400.00. A motion to approve the expenses was made by Commissioner Kerchner, seconded by Commissioner Kessler, motion carried.

Approval of General Reserve Fund Expenses for October 1, 2022 to October 31, 2022 - \$5,000.00

Commissioner Naylor asked for a motion to approve the expenses for October 1, 2022 – October 31, 2022 in the amount of \$5,000.00. A motion to approve the expenses was made by Commissioner Naylor, seconded by Commissioner Kerchner, motion carried.

Tracy Fleming stated the Employee Appreciation party has been scheduled for March 18, 2023 at Heritage Hills. It will be in the same building as last year.

SOLICITOR'S REPORT

Attorney Hovis stated he had one item to report in executive session. Attorney Hovis thanked all the veterans for their service.

POLICE CHIEF'S REPORT

Deputy Chief Rizzo reported on activities for October 2022. On October 17, 2022 there was a shots fired call in Dallastown Borough, one juvenile was arrested with possession of a firearm. On October 19, 2022 there was another shots fired call in Dallastown Borough, several shell casings were found. On October 21, 2022 there was a commercial burglary at Roses in East Manchester Township. There were three stolen vehicles, one in Dallastown Borough, one in East Manchester Township, and one in York Township. There were 12 DUI arrests and 23 Drug arrests in October 2022. On October 31, 2022, Halloween, the Officers were given candy to hand out.

Deputy Chief Rizzo stated the Department would like to use funds from the Building Fund to purchase gutter guards or some type of device to keep the gutters from getting clogged with debris. Chief Damon thought Commissioner Knepper could help with the type of guards to purchase. Commissioner Knepper will check into the gutter guards.

York County Regional Police Commission
Public Meeting
November 10, 2022

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Commissioner Naylor stated he has been getting calls about the person soliciting for money at the Giant in East Manchester Township. Deputy Chief Rizzo said several arrests for soliciting have been made plus when a call is received about soliciting for money or an Officer sees someone soliciting for money it is being addressed by the Officers.

Commissioner Naylor asked Deputy Chief Rizzo about the felon camping out in the area if there was any update. Deputy Chief Rizzo stated the tent is gone and he has not been seen lately. Deputy Chief Rizzo said he is not a wanted felon but is just on the Megan's Law list.

Commissioner Naylor discussed the 2023 budget. There was a discussion on the additional amounts needed to be paid by the Northeastern Regional Police municipalities. Commissioner Naylor asked for a motion to approve the 2023 proposed budget. Commissioner Kessler made a motion to approve the 2023 budget, seconded by Commissioner Kerchner, motion carried.

COMMISSIONER'S COMMENTS

Commissioner Sechrist wished everyone a Happy Veteran's Day.

Commissioner Knepper stated he will provide two possible gutter guards in the next week to be considered for the Department. Commissioner Knepper asked about the shooting at Sheetz's. Deputy Chief Rizzo said this will be reported next month.

Commissioner Kessler said he had the opportunity to see the new horse.

Commissioner Kerchner said Happy Veteran's Day to everybody. Commissioner Kerchner also thanked everyone who worked on the budget.

Commissioner Naylor wished everyone a Happy Thanksgiving and thanked the Veterans for their service.

Commissioner Naylor made a motion to adjourn the meeting at 6:28 pm, seconded by Commissioner Kessler, motion carried.

The Commission after adjourning the meeting went into executive session to discuss legal matters.

Respectfully submitted and recorded by,

Tracy L. Fleming

Tracy L. Fleming, CPA
Business Administrator

UPCOMING MEETING DATE
December 8, 2022

York County Regional Police Commission
Public Meeting
November 10, 2022

Others Present:

Greg Gruendler
John Sanford
George McGee
Gary Milbrand
Lisa Jones
Jennifer Gunnet
Robert Steele
Bev Hilt
Howard Daniels
Joyce Daniels
Ken Schollenberger

b. Activity Report – November 2022

Nov 2022 Addresses & Calls - Spring Gove Boro

67-22-11981	66427	MEDICAL EMERGENCY/AMBULANCE CALL	11/1/2022	71 S	MAIN ST	APT A
67-22-11982	66427	DRIVING COMPLAINT - ERRATIC DRIVER	11/1/2022	E	RAILROAD ST	
67-22-12014	66427	SUSPICIOUS PERSON-VEHICLE-ACTIVITY	11/2/2022	44 S	WATER ST	APT 2
67-22-12024	66427	MOTOR VEHICLE ACCIDENT - NO REPORT	11/2/2022	210 E	RAILROAD ST	
67-22-12051	66427	SUSPICIOUS PERSON-VEHICLE-ACTIVITY	11/3/2022	139	HIGH POINT DR	
67-22-12075	66427	FRAUD	11/4/2022	15 S	MAIN ST	
67-22-12172	66427	CHECK ON WELFARE OF PERSON	11/6/2022	125 N	MAIN ST	
67-22-12218	66427	MOTOR VEHICLE ACCIDENT - TOWING	11/7/2022	31 W	HANOVER ST	
67-22-12221	66427	911 HANG UP	11/8/2022	154 E	CONSTITUTION AVE	
67-22-12249	66427	SUSPICIOUS PERSON-VEHICLE-ACTIVITY	11/8/2022	155 S	EAST ST	
67-22-12254	66427	MEDICAL EMERGENCY/AMBULANCE CALL	11/9/2022	75 N	WATER ST	
67-22-12284	66427	DEATH - NATURAL/ACCIDENTAL	11/9/2022	327 N	PINE AVE	
67-22-12314	66427	CRIMINAL MISCHIEF - ALL OTHER	11/10/2022	149 E	COLLEGE AVE	
67-22-12315	66427	DRUGS-POSSES-OTHER DANGEROUS	11/10/2022	E	COLLEGE AVE	
67-22-12377	66427	MOTOR VEHICLE ACCIDENT - NO REPORT	11/11/2022	267 N	MAIN ST	
67-22-12398	66427	DOMESTIC	11/12/2022	38 S	WATER ST	
67-22-12444	66427	DOMESTIC	11/13/2022	38 S	WATER ST	
67-22-12453	66427	DOMESTIC	11/13/2022	118 W	CONSTITUTION AVE	
67-22-12439	66427	SOLICITING COMPLAINT	11/13/2022	462 N	MAIN ST	
67-22-12486	66427	SUSPICIOUS PERSON-VEHICLE-ACTIVITY	11/14/2022	31 E	3RD AVE	
67-22-12465	66427	ALARM - FALSE BURGLARY/ROBBERY - RESIDENCE	11/14/2022	410	SPRING FORGE DR	
67-22-12485	66427	VEHICLE - ABAND,TOWED,REPO,IMPOUND	11/14/2022	51	YORK AVE	
67-22-12565	66427	DEATH - SUSPICIOUS	11/16/2022	S	EAST ST	
67-22-12594	66427	DRUGS-SALE/MFG-SYNTHETIC NARCOTICS	11/17/2022	S	EAST ST	
67-22-12656	66427	HARASSMENT COMPLAINT	11/18/2022	45 W	HIGHLAND AVE	
67-22-12616	66427	DOMESTIC	11/18/2022	69 S	MAIN ST	
67-22-12661	66427	ALARM - FALSE BURGLARY/ROBBERY - COMMERCIAL	11/19/2022	462 N	MAIN ST	
67-22-12783	66427	MOTOR VEHICLE ACCIDENT - NON-REPORTABLE	11/22/2022	35 S	MAIN ST	
67-22-12764	66427	ASSAULT - HANDS,FISTS,FEET	11/22/2022	149 E	COLLEGE AVE	
67-22-12752	66427	NOISE COMPLAINT	11/22/2022	38 S	WATER ST	
67-22-12767	66427	MENTAL HEALTH/PSYCH	11/22/2022	N	WATER ST	
67-22-12829	66427	DRIVING COMPLAINT - ERRATIC DRIVER	11/24/2022		MAIN ST	
67-22-12906	66427	CHECK ON WELFARE OF PERSON	11/26/2022	W	HIGHLAND AVE	
67-22-12904	66427	TRAFFIC - OTHER	11/26/2022	38 S	WATER ST	
67-22-12923	66427	DOMESTIC	11/27/2022	194 W	HOKE ST	
67-22-12933	66427	MOTOR VEHICLE ACCIDENT - NON-REPORTABLE	11/27/2022	215 S	EAST ST	
67-22-12995	66427	SERVICE CALL-MISCELLANEOUS/GENERAL	11/29/2022	138 W	JACKSON ST	
67-22-12199	66427	THEFT-\$50-\$200-FROM AUTO (EXCPT 0625)	11/7/2022	73	YORK AVE	

Spring Grove Boro Total 38

SPRING GROVE POLICE ACTIVITY REPORT
2022

MONTH	PART I	PART II	MISC	ACC	INJ	FATAL	TRAFF CIT	SUMM CIT	ARREST MISD/FEL	ARREST JUV	POLICE SERVICE HRS	ADMIN HRS	RUNNING TOTAL
JAN	3	7	39	3	0	0	16	1	2	0	306.91	74.83	38.88
FEB	3	6	36	2	0	0	23	0	3	0	241.28	54.13	14.29
MAR	0	11	45	3	2	0	20	1	2	1	244.60	69.96	-71.15
APR	3	5	35	5	1	0	21	2	0	0	196.77	97.24	-97.14
MAY	1	5	50	13	1	0	19	0	0	1	191.47	90.28	-135.40
JUN	2	16	53	1	0	0	21	1	1	2	273.46	89.32	-92.63
JUL	5	9	60	4	0	0	26	1	5	2	386.56	116.58	10.51
AUG	1	4	38	4	0	0	30	0	4	1	239.86	100.04	30.41
SEP	2	4	30	3	0	0	10	0	1	1	274.31	122.81	27.53
OCT	2	8	43	0	0	0	4	0	2	1	191.20	100.01	-1.25
NOV	2	4	31	5	0	0	7	0	1	1	226.94	86.60	-7.71
DEC													
TOTAL	24	79	460	43	4	0	197	6	21	10	2773.36	1001.80	

C. Spring Grove Ambulance Report

3) Solicitor

4) Engineer's Report

Spring Grove Borough Council
Engineering Report – ARRO Consulting, Inc.
(December 2022 – For Presentation at the Regular January 2022 Borough Staff/Council Meeting)

Items in black are updates relative to previous monthly reports. Items in grey are reference information. Items for consideration by Council (action required) are in red.

Stormwater/MS4:

- MS4
 - ARRO has reached out to Jodi Sulpizio, the York County Master Watershed Steward at Penn State Extension, regarding the cost and steps required to host a rain barrel workshop. Such an event would help to meet MS4 requirements for primarily MCM 2, among others. Rain barrels would cost \$65 a barrel and all other required materials.
 - ARRO has reached out to the York County Conservation District to receive a copy of the Memorandum of Understanding between the YCCD and Spring Grove Borough. This document is the basis of the cooperation required for MCM 4. The representative of the YCCD stated that the district plans to update the document sometime in 2023. ARRO will keep you apprised of the timing and requirements.
- Development Reviews:
 - 532 Monocacy Trail:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
 - 527 Monocacy Trail:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).

Sanitary Sewer Systems:

- North Loop Interceptor
 - ARRO has applied for an H2O grant for the project and is waiting on a response.
 - Current estimation of project construction start date is early February. Please note, this is reliant on weather and other projects that Wexcon has ongoing. We are anticipating more updates on timeline from Samuel Rosario of Wexcon soon.
 - All submittals have been received by Wexcon other than HDPE pipe. Please note, should this be delayed, Wexcon states that is should not be an issue as this is required for a later part of the project.

GIS:

- ARRO continues to provide as-needed GIS support to Borough office staff and public works/maintenance staff.
- 280 Registered Users to date for Public Notification System.

- The Borough's current balance for SMS notifications is \$91.73.
- ARRO has sent e-mail's to previously registered landlords/property managers in the Borough with the 2023 rental property registration instructions in December 2022.
 - As of 1/3/2023, 65 rental registrations have been submitted.
- ARRO provided Borough staff with a map of Borough parcels to confirm any parcels that should receive 2023 rental property registration instructions via standard mail.
- ARRO will be working with Scott Miller on best practices for recording paper applications and recording payment status of landlords.
- ARRO backed up the Borough's rental property and code enforcement databases (monthly; reoccurring)

Community Park – Phase 3:

- Shiloh Paving & Excavating has submitted a Preliminary Schedule showing a late March 2023 start and June 12 completion.
- Shiloh Paving & Excavating has submitted Change Order No. 3.
 - ARRO has reviewed Change Order No. 3 and offers the below comments:
 - Change Order No.3 increases costs (+\$15,131.00) to total contract price of \$484,941.92. This is roughly a +3.2% increase to the contract price (incl. previous change orders). Considering factors that the pricing they provided dates back to 4/11/22 and Notice to Proceed wasn't until 8/1/22 (with a 90-day contract duration) – I do not find this increase to unreasonable considering this. Add that they will be working in calendar year 2023, effectively 12-mo. after original bid pricing was provided.
 - Observations with other construction projects since the award of this contract – it should be noted there have been significant material cost and inflationary increases. In relation to concrete costs alone, we have seen upwards of 12% increases in costs.
 - Materials that have been purchased via Spring Grove for the Romtec building would not be considered in escalations of costs for labor and materials not included.
 - Schedule provided shows work to commence between 3/24/23 to 6/7/23. This would be effectively (75) calendar days to complete the project. This is close to precisely how many days that would have been left in the original contract times of (83) calendar days. If the Borough agrees with this timeline, we would recommend any execution of change order No.3 to include updated contract times to set an end date for completion with the contractor.
 - There were noted exclusions in the change order as provided. Please see the below exclusions and response comments.
 - Exclusions:
 - Winter conditions are excluded from the above pricing;
 - Replacement of silt sock or other BMPs that may be required;
 - Import of clean fill materials that may be required;
 - Export of any unsuitable and/or trash laden materials.
 - Response comments
 - We are effectively avoiding winter conditions by allowing the contractor to continue work at the end of March 2023.
 - Replacement of silt sock and adherence to the E&S plans is solely the contractor's responsibility. If deficiencies are needing to be addressed, it would be the contractor's responsibility within the original contract requirements to address them accordingly, including seeding/mulching. There are no new BMP's to be installed. BMP No.1 is being removed

while BMP No.2 is slightly modified in widths, but not in depth (to avoid the soil cap for the landfill).

- They may need additional clean fill material to restore the soil cap (per PA DEP) to the landfill. They will need to communicate this prior to assuming any charges. They did not provide bid pricing for Line Items No. 23 (Misc. Classified Excavation), and there are not provisions in the contract to provide miscellaneous clean fill material. So this would need to be settled before they proceed on this.
- Removal of any trash laden soils from the site that may be remaining will be strictly focused on the basin modifications to BMP No.2. This should be minimal, however they will need to restore the soil cap in the basin bottom which will require some over-excavation. There will ultimately be some additional trucking/hauling of materials from the site to Modern Landfill. We will request the contractor to provide a change order for consideration for this work once it is determined the scope needed.

5) Zoning, Code, & Parking Enforcement Reports

Zoning Report

<u>Date Issued</u>	<u>Owner Name</u>	<u>Property Address</u>	<u>Project Description</u>	<u>Estimated Cost</u>
12/1/2022	Adam Jacobs	168 S Water Street	Install DIY HVAC System	\$ 6,000.00
12/12/2022	Close Quarters Armory	285 N Main Street	Gun Shop Sign	\$ 450.00
12/16/2022	Springwood Builders	19 S Main Street	Sales Office for Springwood Builders	\$ 1,000.00
12/22/2022	Spring Forge Development	532 Monocacy Trail	New Construction of 3165 ft2 Two Story Single Family Dwelling	\$ 220,000.00
12/22/2022	Spring Forge Development	527 Monocacy Trail	New Construction of 2842 ft2 Two Story Single Family Dwelling	\$ 200,000.00
12/22/2022	Spring Forge Development	556 Monocacy Trail	New Construction of 2842 ft2 Two Story Single Family Dwelling	\$ 200,000.00
12/22/2022	Kinsley Properties	6259 Reynolds Mill Road	Illuminated Sign for ReMax	\$ 1,100.00

Code Enforcement Report

Borough of Spring Grove

Monthly Code Enforcement Report

12/1/2022 To 12/31/2022

Scott Miller

Code Enforcement Officer

Date Of Report: 1/9/2023

Monthly Summary

12/1/2022 To 12/31/2022

Defendant/ Violator	Inspection Type	Address	Activity	Date	Letter Sent	Ticket Issued	Compliance Due
Initial Inspections							
Property Owner	Public Complaint	227 W CONSTITUTION AVE, SPRING GROVE PA 17362	-Exterior areas of property and premises are not in clean, safe, and sanitary condition (302.1, 304.1)	12/5/2022	Yes	No	12/12/2022
Owner / Occupant	Public Complaint	77 N MAIN ST, SPRING GROVE PA 17362	-Exterior areas of property and premises are not in clean, safe, and sanitary condition (302.1, 304.1)	12/8/2022	Yes	No	1/13/2023
Property Owner	Public Complaint	250 N MAIN ST, SPRING GROVE PA 17362	-Animal Violation (168)	12/9/2022	Yes	Yes	1/16/2023
Owner / Occupant	Borough Staff Observation	20 WATER ST, SPRING GROVE PA 17362	-Exterior areas of property and premises are not in clean, safe, and sanitary condition (302.1, 304.1)	12/19/2022	Yes	No	12/30/2022
Owner / Occupant	Borough Staff Observation	15 S WATER ST, SPRING GROVE PA 17362	-Exterior areas of property and premises are not in clean, safe, and sanitary condition (302.1, 304.1)	12/19/2022	Yes	No	12/30/2022
Re-Inspections							
Owner / Occupant	Reinspection	20 WATER ST, SPRING GROVE PA 17362	-Exterior areas of property and premises are not in clean, safe, and sanitary condition (302.1, 304.1)	12/30/2022	Yes	No	12/30/2022

DECEMBER 2022 - EXTERIOR CODE ENFORCEMENT

Initial Code Enforcement Inspections Performed - December 2022: 5

Code Enforcement Re-Inspections Performed - December 2022: 1

Properties Issued Code Violations - December 2022: 6

Quality of Life Tickets Issued - December 2022: 1

DECEMBER 2022 - RENTAL PROPERTY MANAGEMENT

Rental Property Registrations (2022) Submitted - As of December 2022: 99

Rental Property Annual Registration Fee Paid - As of December 2022: 78

Tenant Surveys Submitted - As of December 2022: 1

Monthly Violation Summary

12/1/2022 To 12/31/2022

Violations	# of Violations
Exterior Structure	
Exterior areas of property and premises are not in clean, safe, and sanitary condition (302.1, 304.1)	4
Premises are not graded and maintained to prevent soil erosion and accumulation of stagnant water (302.2)	0
Sidewalks, driveways, stairs, etc. are in bad condition and are not free from hazardous conditions (302.3)	0
Premises and exterior property are not free from weeds or plant growth in excess of 5 inches (302.4)	0
Structures and exterior property are not free from rodent harborage (302.5)	0
Exhaust vents discharge directly upon adjacent properties (302.6)	0
Accessory structures are not structurally sound and are not in good repair (302.7)	0
Unoperated or unlicensed motor vehicles are stored on premises; One or more vehicles in a state of major disrepair or disassembly without permit (302.8)	0
Markings, carvings, or graffiti present on exterior property (302.9)	0
Swimming pools are not clean and are in bad condition if applicable (303.1)	0
Pools, hot tubs and spas containing water deeper than 24 inches are not secured by proper enclosure if applicable (303.2)	0
Exterior wood surfaces, masonry, siding, paint, metal surfaces, etc. are not free from deterioration and maintained weather resistance (304.2)	0
Improper front and rear premises identification if applicable (304.3)	0
Exterior structural members are the incorrect height, incapable of supporting loads, and in bad condition (304.4)	0
Foundation walls are not maintained plumb and have cracks (304.5)	0
Exterior structure is not structurally sound and not maintained weatherproof (304.6)	0
Roof, drains, gutters, and downspouts are in bad condition (304.7)	0
Decorative features are in bad condition with improper anchorage and in an unsafe condition (304.8)	0
Overhang extensions are in disrepair and improperly anchored (304.9)	0
Stairways, decks, porches, and balconies are not structurally sound and incapable of supporting the imposed loads (304.10)	0
Chimneys and towers are not maintained structurally safe and sound and not protected from deterioration (304.11)	0
Rental Inspection Violations	
Handrails and guards are not firmly fastened and capable of supporting imposed loads. (304.12)	0
Window, skylight, and door frames are not weather tight, and/or glazing materials have cracks or holes. (304.13, 304.13.1)	0
Openable windows are not easily opened or not held in position by window hardware. (304.13.2)	0
Insect screens are not present on windows or self closing doors, where required, from May1 - Oct1 not less than 16 mesh per inch. (304.14)	0
Exterior doors are in bad condition and not tightly secured by locks. (304.15)	0
Basement hatchways are not secured to prevent entrance of rodents, rain, and surface drainage water. (304.16)	0
Openable basement window is not secured by rodent shields, storm windows, or other approved protection. (304.17)	0
Doors to rented/leased/let units do not have a deadbolt with a lock throw of not less than 1 inch. (304.18.1)	0

Operable windows within 6 feet above ground level of rented/leased/let unit are not equipped with a window sash locking device. (304.18.2)	0
Basement hatchways to rented/leased/let unit are not equipped with devices to secure the unit from unauthorized entry.	0
Interior surfaces are in unsanitary condition and are not clean. (305)	0
Interior railings are not present, or are of incorrect height, or are incapable of supporting loads. (306)	0
A habitable space lacks any openable windows. (402, 403)	0
Bathroom/toilet room lacks a ventilation system or openable window. (403)	0
Kitchens do not have a passage of at least 3 feet. (404)	0
Shower, bathtub, lavatory, and/or kitchen sink are unsanitary and not in working condition. (502)	0
Plumbing fixtures are improperly installed or not in working order. Has obstructions, leaks, and/or defects present. (504)	0
Kitchen sinks, laundry facilities, bathtubs, and showers do not run both hot and cold water. (505)	0
Heat supply is unavailable in habitable rooms, bathrooms, and toilet rooms. (602)	0
Combustible material clearances not around mechanical equipment. (603)	0
Electrical system contains visible hazards. (604)	0
Laundry areas lack at least one ground fault receptacle. (605)	0
Bathroom lacks at least one receptacle. (605)	0
Unobstructed path of travel from any point in the building to the public way is not present. (702)	0
Smoke alarms are not on the ceiling or wall outside/immediate vicinity of each sleeping area. (704)	0
Smoke alarms are not installed on each room used for sleeping purposes, attic, and basement. (704)	0
Unit lacks at least one carbon monoxide detector if applicable. (SGB Ord 3-2008)	0
Unit lacks at least one operable fire extinguisher. (2-A: 10-B:C) (SGB Ord 3-2008)	0
Quality of Life Violations	
Air Pollution Violation (157)	0
Animal Violation (168)	0
Property Maintenance Violation (288)	0
Rental Property Violation (314)	0
Solid Waste Violation (331)	0
Sidewalk Violation (344)	0
Miscellaneous Violations	
Domestic pet running at large upon public streets or highways or upon public property not owned by domestic pet owner (168.2)	0
Domestic pet causing annoyance or discomfort to or disturbs the peace of the citizens, residents, or other persons lawfully in the Borough by barking, crying or causing any other unseemly noise; or makes any loud or harsh noise or disturbance with such frequency as to interfere with or disturb the peace/quiet. Presumption of disturbance (not required) if domestic pet causes loud or harsh noise for more than 1/2 hour (168.3)	0
Domestic pet owner allowing the pet to defecate upon any street, sidewalk, park, public space, or private property of another and not immediately cleaning it up (168.5)	0
Domestic pet owner allowing pet excreta to accumulate on any private or public property, including property owned by the owner of the animal (168.5)	0
Building or other activities without the required building and/or zoning permits.	0
Miscellaneous	0

Borough of Spring Grove Code Enforcement Report

Property Address: 227 W CONSTITUTION AVE, SPRING GROVE PA 17362

Property Owner: ALLISON THOMAS L

Inspection Date: 12/5/2022

Inspection Type: Public Complaint

VIOLATIONS:

-Exterior areas of property and premises are not in clean, safe, and sanitary condition (302.1, 304.1)

Comments: Borough Council is complaining that the entire property is full of rubbish. At this point, every entrance is full of junk. This is a fineable offence but I can give the tenants 1 week to clean-up the property.

Summary/Additional Comments:

Date by which Violations must be corrected: 12/12/2022

Letter Sent: Yes, Sent To Property Owner

Photo(s) Taken:



Borough of Spring Grove Code Enforcement Report

Property Address: 77 N MAIN ST, SPRING GROVE PA 17362

Property Owner: RENDA ANTOHNY J

Inspection Date: 12/8/2022

Inspection Type: Public Complaint

VIOLATIONS:

-Exterior areas of property and premises are not in clean, safe, and sanitary condition (302.1, 304.1)

Comments: Neighbors have complained about the trailer with rubbish on the sidewalk. Kids must walk in street in the morning to catch the bus. In addition, you are not allowed to park a motorized vehicle on the sidewalk in the Borough. Please move.

Summary/Additional Comments:

Date by which Violations must be corrected: 1/13/2023

Letter Sent: Yes, Sent To both owner and occupant

Photo(s) Taken:



Borough of Spring Grove Code Enforcement Report

Property Address: 250 N MAIN ST, SPRING GROVE PA 17362

Property Owner: KITZMILLER CODY C

Inspection Date: 12/9/2022

Inspection Type: Public Complaint

VIOLATIONS:

-Animal Violation (168)

Comments: Please make sure that you only have 2 chickens which is the maximum allowed in the Borough on a minimum of 10,000 ft2 of property area. Thank you!

Summary/Additional Comments:

Date by which Violations must be corrected: 1/16/2023

Letter Sent: Yes, Sent To Property Owner

Quality of Life Ticket Issued? Yes, Sent To Property Owner

Photo(s) Taken:

Borough of Spring Grove Code Enforcement Report

Property Address: 20 WATER ST, SPRING GROVE PA 17362

Property Owner: WILDASIN DARRELL E JR

Inspection Date: 12/19/2022

Inspection Type: Borough Staff Observation

VIOLATIONS:

-Exterior areas of property and premises are not in clean, safe, and sanitary condition (302.1, 304.1)

Comments: Rear of 20 and 24 S Water are both loaded with rubbish per the pictures. This must be cleaned quickly to avoid fines.

Summary/Additional Comments:

Date by which Violations must be corrected: 12/30/2022

Letter Sent: Yes, Sent To both owner and occupant

Photo(s) Taken:



Borough of Spring Grove Code Enforcement Report

Property Address: 15 S WATER ST, SPRING GROVE PA 17362

Property Owner: STEINSNYDER STEVEN

Inspection Date: 12/19/2022

Inspection Type: Borough Staff Observation

VIOLATIONS:

-Exterior areas of property and premises are not in clean, safe, and sanitary condition (302.1, 304.1)

Comments: There is junk piles in backyard. This must be cleaned quickly to avoid future fines.

Summary/Additional Comments:

Date by which Violations must be corrected: 12/30/2022

Letter Sent: Yes, Sent To both owner and occupant

Photo(s) Taken:



Borough of Spring Grove Code Enforcement Report

Property Address: 20 WATER ST, SPRING GROVE PA 17362

Property Owner: WILDASIN DARRELL E JR

Initial Inspection Date: 12/19/2022

Re-Inspection Date: 12/30/2022

Inspection Type: Reinspection

VIOLATIONS:

-Exterior areas of property and premises are not in clean, safe, and sanitary condition (302.1, 304.1)

Comments: Rear of 20 and 24 S Water are both loaded with rubbish per the pictures. This must be cleaned quickly to avoid fines.

Summary/Additional Comments:

Have all the violations been resolved? **No**

Date by which Violations must be corrected: 12/30/2022

Letter Sent: Yes, Sent To both owner and occupant

Photo(s) Taken:

**Parking Enforcement Report**

12/01/2022 – 12/31/2022

<u>Date Issued</u>	<u>Liscence Plant</u>	<u>State</u>	<u>Vehicle Brand</u>	<u>Area Ticketed</u>	<u>Infraction</u>	<u>Paid</u>
12/3/2022	LTW 6091	PA	Buick	S East	Parked in marked area	
12/8/2022	LLJ 0315	PA	Honda Van	Spring Forge	Parked against traffic	
12/19/2023	LXL1020	PA	Mazda MX5	Church	2 Hr	
12/19/2023	LKM7713	PA	Honda Accord	Church	2 Hr	
12/19/2023	JNM8209	PA	Dodge Ram	Church	2 Hr	
12/19/2023	ZPV4455	PA	Ford 150	Church	2Hr	
12/16/2023	LTW6291	PA	Buick	S East	Marked Curb	
12/16/2023	LXL1020	PA	Mazda	East Church	Sidewalk	
12/20/2023	DU91669	PA	S Main	Toyota	2 Hr	\$25.00
12/20/2023	LWL8277	PA	E Church	Subaru	2 Hr	\$25.00
12/19/2023	KZM9828	PA	E Railroad	Ford Fusion	2 Hr	\$25.00
12/16/2023	KRL1328	PA	E Railroad	Hyundia Elantra	2 Hr	\$25.00
12/20/2023	KRL1329	PA	E Railroad	Hyundia Elantra	2 Hr	\$25.00
12/16/2023	LNx1867	PA	E Railroad	Dodge Dart	2 Hr	\$25.00
12/19/2023	ZNS2230	PA	Church	Dodge	2 Hr	\$25.00
12/19/2023	EJE9838	PA	Church	Dodge van	2 Hr	\$25.00
12/19/2023	JXZ7663	PA	Church	Dodge Journey	2 Hr	\$25.00
12/19/2023	HJS2443	PA	Church	Dodge Durango	2 Hr	\$25.00
12/20/2023	LZK7861	PA	S Main	Honda	2 Hr	\$25.00
12/19/2023	XCVNCRW	PA	Church	Acura	2 Hr	\$25.00
12/19/2023	WR713OH	PA	Church	Dodge Durango	2 Hr	\$25.00

6) Recreation

A. Spring Grove Regional Parks and Recreation Center Board Minutes – November 2022

**SPRING GROVE REGIONAL PARKS & RECREATION
REGULAR MEETING MINUTES
November 15, 2022**

Chairwoman Betty Stein called the meeting to order at 5:30 PM at SGRPRC.

SGRPRC MEMBERS PRESENT Betty Stein Emily Miller Chris Craver Mark Bortner Bev Hilt Tara Osborne Becky Stauffer	ALSO PRESENT Kate King
SGRPRC MEMBERS ABSENT Larry Albright Kristina Morton Paradise Township– Vacant Seat	ZOOM ATTENDANCE none

Presentation and Approval of Minutes

September and October's meeting minutes were presented. Mark Bortner made a motion to approve September minutes as presented; Bev Hilt seconded the motion. Motion passed. A spelling correction was made to the October minutes presented. Emily Miller moved to approve the October minutes with the stated correction; Chris Craver seconded the motion. The motion passed. Minutes were approved and will be posted to the website

Presentation of Financial Reports

September and October's financial reports were presented. Mark Bortner reported that all accounts balanced. Today, the operating account balance is \$162,870.22. The secondary account balance is \$549.06. Becky Stauffer made a motion to approve the September and October Financial reports. Mark Bortner seconded the motion, and it passed unanimously.

Public Comment – none

Special Events

Pumpkin Trail – was held October 14, 2022, hosted over 1300 participants, and made \$1,312.25. Next year's date has been tentatively set for 10/13/23.

Pumpkin Slime Run – was held October 15, 2022 and made \$52.11.

Nutcracker Tea Party – is scheduled November 19 from 11 AM-1 PM at the SGRPRC. Volunteers are needed for this event.

Santa & Tree Lighting – will be held December 1 from 5:30-8 PM at the Hoke House location. Kate is leading the organization of this event since Spring Grove's Borough Manager has just been hired. Donations of candy canes are needed for the parade. The time of the tree lighting has been changed to

6:45 in response to prior years' feedback. Kate is leading SG Live, a high school video tech crew who is creating a publicity video for the event.

Winter Wonderland/Santa Event – will be held at Little Creek Park on December 3 from 11 AM-2 PM. There will be a Winter Fun Run and Santa will be there. Volunteers are needed for this event.

Staff Special Activity – Kate is making staff appreciation baskets for “The 12 Days of Christmas” and has asked for donations for motivational gifts. Cookies are also needed for the 12/16 staff party.

Looking Ahead to 2023 – The board discussed the Summer Social/Firework Event. All feedback was positive. Kate recommends booking food trucks and fireworks as soon as possible. Tara Osborne made a motion to approve Kate King to sign a contract for fireworks at the Summer Social, in an amount similar to last year's contract. Chris Craver seconded the motion, and it passed.

Director's Report

- Pavilion Rentals – current rental numbers were reviewed. There are currently no rentals at Spring Grove due to construction.
- Programs – The Kids Winter Art Contest and Letters for Santa are under way. A Candy Cane Hunt in the parks will begin.
- Childcare continues to have a long waiting list. An RSV update was sent home to participants' parents and reported as required by the state. Grant and ARPA funds have been closed out. An application has been filled out for Work Force Grant #2 and a response is expected in January 2023. The Childcare program continues to seek prospective employees.
- YMCA Collaborative Project Update was provided along with a proposed timeline. As of today, no draft agreement has been presented to the SGRPRC. Our solicitor, Dave Jones, has not yet responded to the YMCA's attorney.
- A schedule of proposed meetings in 2023 was presented. The SGRPRC board will continue to meet on the 4th Tuesday of each month at 5:30 PM.
- Discussed member terms and expiration dates

PARK UPDATES

Farmers Field - Closed for the season.

SG Park – Under construction for the foreseeable future and received an extension for received grant funds.

Jackson Twp/Little Creek Community Park – The township is planning to put awning project (for the pavilion) out to bid. They are applying for additional grant monies to cover proposed playground additions.

An Eagle Scout is building and installing bat boxes at the parks.

OLD BUSINESS– none

NEW BUSINESS –

Becky Stauffer made a motion to appoint Chris Craver for another 2 year term as an “at large” member. Tara Osborne seconded the motion, and the motion passed.

Mark Bortner made a motion to pay hourly staff for the week SGRPRC programs are closed in December. Tara Osborne seconded the motion, and it passed.

Tara Osborne made a motion to pay the hourly staff each a \$500 bonus, gift the 2 new staff members each with a \$50 gift card, and pay each administrator a \$1,500 bonus. The cost of the bonuses is estimated to be \$7,750, and payments will be made in November. Chris Craver seconded the motion, and the motion was approved.

Becky Stauffer made a motion to purchase propane heaters and tanks for a cost not to exceed \$1000. Emily Miller seconded the motion. The motion passed.

Chris Craver made a motion to adjourn; Becky Stauffer seconded. Motion passed unanimously, and the meeting was adjourned at 7:18 PM.

The next meeting will be held Tuesday, December 20, 2022 at 5:30 PM at the SGRPRC.

Respectfully Submitted by,
Becky Stauffer

B. Spring Grove Regional Parks and Recreation Center Financial Report – November 2022

Spring Grove Regional Parks & Recreation Center

Budget vs. Actual

November 2022

Bank Balance as of:

11/01/2022:\$174,020.72

11/30/2022:\$146,686.93

	Nov 22	Jan - Nov 22	Budget
Ordinary Income/Expense			
Income			
342.200 · Daily Rent - Building/Facility	0.00	2,205.00	1,000.00
354.095 · Other Grants	0.00	174,586.49	2,740.00
357.010 · General Contributions	0.00	7,268.18	8,000.00
357.011 · Contribution Paradise Township	0.00	26,790.75	26,790.75
357.012 · Contribution Spring Grove Boro	0.00	16,011.00	16,011.00
357.014 · Contribution Jackson Township	0.00	59,049.00	59,049.00
367.800 · Program Participant Fees	356.76	8,811.82	5,000.00
367.801 · B/A School Registrations	18,048.20	167,739.37	222,630.00
367.803 · Summer Camp Registration	0.00	43,005.17	59,290.00
367.804 · Discount Ticket Sales		125.00	
367.805 · Special Events - General	76.58	19,552.06	0.00
378.804 · Fitness Program Fees	0.00	735.00	3,100.00
380.000 · Miscellaneous Revenue	0.00	201.84	100.00
Total Income	18,481.54	526,080.68	403,710.75
Gross Profit	18,481.54	526,080.68	403,710.75
Expense			
4000 · Service Fees/Discrepancies	54.22	572.26	600.00
402.311 · Accounting & Auditing	0.00	3,165.00	2,500.00
402.420 · Dues,Subscriptions & Membership	130.00	4,254.13	3,100.00
402.460 · Meetings & Conferences	0.00	788.30	1,300.00
404.130 · Solicitor Fees	0.00	1,862.00	1,000.00
p.7 405.210 · Office Supplies	586.29	5,222.38	2,000.00
405.220 · Fitness Supps		8.99	
405.325 · Postage	41.40	372.46	350.00
405.341 · Advertisements	245.00	919.94	800.00
405.342 · Printing	0.00	1,159.05	500.00
405.374 · Maint. Computer/Fit Equip	0.00	2,324.16	1,800.00
405.450 · Contracted Services	80.48	3,335.42	1,200.00
409.220 · Janitorial Supplies	0.00	832.94	350.00
409.250 · Building Supplies /ACCESS CARDS	0.00	3,151.94	350.00
409.320 · Telephone Service	553.05	5,701.70	7,500.00
409.325 · Internet/Website/TV Service	160.48	1,419.40	3,400.00
409.370 · Cleaning Service	0.00	16,811.60	13,000.00
409.383 · ADMINISTRATION-OFFICE RENT	1,200.00	13,200.00	14,400.00
410.314 · Background Checks/ Clearances	48.25	432.50	250.00
451.130 · Executive Director Salary	5,566.12	49,247.30	52,859.42
451.132 · Exec Admin Asst/Fin Off	4,359.20	36,972.94	37,169.60
451.133 · Childcare Asst/Program Coord	251.34	5,139.15	6,745.40
451.134 · Child Care Director	4,302.08	34,451.26	35,110.40
451.135 · B/A School Staff			
B/A School Staff Bonus	3,250.00	3,250.00	
451.135 · B/A School Staff - Other	7,043.38	57,420.56	79,950.00

Spring Grove Regional Parks & Recreation Center

Budget vs. Actual

November 2022

Bank Balance as of:

11/01/2022:\$174,020.72

11/30/2022:\$146,686.93

	Nov 22	Jan - Nov 22	Budget
Total 451.135 - B/A School Staff	10,293.38	60,670.56	79,950.00
451.137 - Summer Camp Staff	0.00	20,332.20	7,920.00
451.140 - Program Instructors	0.00	1,060.00	1,600.00
452.221 - Programming Supplies	467.62	6,890.21	1,775.00
452.223 - Summer Camp Supplies	0.00	21,830.47	15,000.00
452.224 - B/A School Supplies	9,022.87	56,877.40	35,000.00
452.225 - Special Events-General	1,254.51	20,623.09	0.00
452.440 - Uniforms	0.00	424.00	0.00
452.804 - Discount Ticket Sales Expense	1,053.00	1,053.00	
454.095 - Other Grants Expenses	0.00	52,255.88	2,740.00
480.000 - Misc. Expenses	721.89	1,887.45	500.00
486.351 - General Liability Insurance	0.00	9,723.05	8,844.00
486.354 - Workers Compensation	0.00	4,918.00	7,348.00
487.157 - Retirement stipend	2,953.25	2,953.25	2,953.24
487.161 - S.S. Match	1,718.99	15,044.72	13,624.79
487.162 - Unemployment Comp.	45.29	1,441.15	2,835.93
487.163 - Medicare Match	402.02	3,518.52	3,186.44
487.164 - Education/Training		450.00	
Total Expense	45,510.73	473,297.77	369,562.22
Net Ordinary Income	-27,029.19	52,782.91	34,148.53
Net Income	-27,029.19	52,782.91	34,148.53

Spring Grove Regional Parks & Recreation Center
Reconciliation Summary
111.000 - ACNB Operating Account, Period Ending 11/30/2022

	<u>Nov 30, 22</u>
Beginning Balance	174,020.72
Cleared Transactions	
Checks and Payments - 185 items	-45,772.34
Deposits and Credits - 13 items	18,438.55
Total Cleared Transactions	<u>-27,333.79</u>
Cleared Balance	<u>146,686.93</u>
Uncleared Transactions	
Checks and Payments - 9 items	-3,885.22
Deposits and Credits - 1 item	2,899.00
Total Uncleared Transactions	<u>-986.22</u>
Register Balance as of 11/30/2022	<u>145,700.71</u>
New Transactions	
Checks and Payments - 62 items	-24,073.87
Deposits and Credits - 3 items	12,009.75
Total New Transactions	<u>-12,064.12</u>
Ending Balance	<u>133,636.59</u>

7) Committee Reports

D. New Business

New Business Agenda Item #1: New employee handbook discussion.

ABOUT THE BOROUGH

The site of Spring Grove was laid out in 1747 on the banks of Codorus Creek, midway between York City and Hanover, by a surveyor for the Penn's. Its growth since that time falls into two (2) periods, each lasting approximately 100 years. The first witnessed development of the Borough as an iron-making center. The second, which extends to the present day, is as a papermaking center. The businesses of both periods have relied on certain natural resources of the area.

Originally, Spring Grove was a part of Paradise Township and was contained within the boundaries of Lancaster County. York County was formed in 1749 and Jackson Township, including Spring Grove, in 1853. The residents of the community petitioned the County Court in 1882 for incorporation as a borough, and in August of that year their petition was granted. Since that time, the Borough has grown in area because of annexation of the surrounding land, the largest annexation having taken place in 1953.

In the 1770's, attracted by the presence of water, iron ore and wood for charcoal in the Pigeon Hills, an iron manufacturer established a forge at "Spring Forge." It is known as Spring Grove. The early German and English woodchoppers who flocked to this first Pennsylvania iron industry west of the Susquehanna were the forbearers of today's community. By the mid-19th Century, the manufacturing of iron had grown to a point where almost 200 tons of iron bar were produced locally each year.

By 1851, however, the iron business had been suspended, and its buildings were converted to the manufacturing of paper. Once again local resources, wood, and water were largely responsible for the location of this industry in the Spring Grove area. Thirteen years later, the plant was purchased by P. H. Glatfelter for \$14,000.

Other basic industries, such as brickmaking and the manufacture of explosives, have from time to time established themselves in the Borough. None, however, have remained as long nor have been as successful as the paper mill. Since 1865, the growth of the borough has reflected growth of the Glatfelter Paper Mill. Spring Grove today is a one-industry town, where the mill dominates the Borough's economic and community life.

ABOUT THIS HANDBOOK

The Borough of Spring Grove (further referred to as the "Borough") believes in keeping our employees fully informed of what each employee can expect from employment with the Borough as well as the obligations assumed as an employee. The policies, practices and benefits described in this handbook reflect a great deal of thought and concern for the well-being of our employees. Every Borough employee has an obligation to become familiar with the policies, procedures, practices, and benefits described within this handbook. The intention of this handbook is to provide you with general information about the work rules and procedures under which we operate, as well as the benefits provided for our employees. To keep it brief, some details of explanation and exception have necessarily been omitted and you should not consider this handbook as the total and complete statement of policy for the Borough.

This handbook replaces all prior personnel or policy handbooks, manuals or other policy or practice description. The Borough may unilaterally amend, supplement, modify or eliminate one or more of the benefits, work rules, policies, or practices without prior notice. Communication of any change to this handbook will be in writing to each employee and will require a signed receipt acknowledgement upon receipt of the change.

Nothing in this handbook creates, nor should any part of this handbook be construed to create a promise or guarantee of continued employment for any length of time or a promise or guarantee of any benefit described therein. Employment is at-will.

Descriptions of various fringe benefits such as group health insurance, retirement savings, etc. are summaries only. Should the descriptions in this handbook differ with any formal agreement or written plan document, the formal agreement or plan document will be considered correct.

You should direct all questions or requests for clarification pertaining to employment or any information included in this handbook to the Borough Manager.

EMPLOYMENT RELATIONSHIP

Employment with the Borough is by appointment by the Council. Nothing in this handbook constitutes an express or implied contract of employment or warranty of benefits. Only the Borough Manager, in conjunction with the Borough Council, has the authority to modify this employment relationship or to enter any employment contract, and then only by written agreement.

EMPLOYMENT STANDARDS

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Borough believes in providing a work environment that promotes fair and equal treatment, consideration, and employment opportunity to all employees in all classifications and applicants for employment without regard to race, religion, color, sex, age, national origin, status of a qualified individual with a disability, military status, marital status, pregnancy, sexual orientation, or any other characteristic protected by applicable federal, state, or local law. This policy applies to all terms, conditions, privileges of employment, and policies of the organization, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absences, compensation, and training/professional development except as contemplated herein or by applicable law certain positions that have bona fide occupational qualification requirements.

Employees in all classifications are strictly prohibited from aiding, abetting, compelling, coercing, or conspiring to discharge or cause another employee to resign, and/or creating a hostile work environment because of race, religion, color, sex, age, national origin, status of a qualified individual with a disability, military status, marital status, pregnancy, sexual orientation, genetic information, or any other characteristic protected by applicable federal, state or local law.

The Borough will use for job referral purposes only those employment agencies or other third-party agents that do not discriminate based on race, religion, color, sex, age, national origin, status of a qualified individual with a disability, military status, marital status, pregnancy, sexual orientation, genetic information, or any other characteristic protected by applicable federal, state, or local law.

Any employee confronted with a decision or behavior that he or she believes is contrary to this policy is required to immediately report the incident to the Borough Manager. Management will investigate all reported incidents on a confidential basis as allowed by law and take appropriate action upon completion of the investigation.

Any employee who violates any part of this policy will be subject to disciplinary action up to and including discharge from employment, as well as criminal prosecution, if applicable. Any employee, who in good faith, reports any incident that is in violation of this policy will not receive any adverse employment action because of reporting the incident.

SEXUAL OR OTHER HARASSMENT POLICY

In support of our Equal Employment Opportunity Policy, we are committed to maintaining a workplace free of harassment and intimidation based on race, religion, color, sex, age, national origin, status of a qualified individual with a disability, military status, marital status, pregnancy, sexual orientation, genetic information or any other characteristic protected by applicable federal, state or local law.

The federal Equal Employment Opportunity Commission ("EEOC") has defined sexual harassment as follows:

Harassment on the basis of sex is a violation of Sec. 703, Title VII of the Civil Rights Act of 1964, as amended. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) submission to such conduct made either explicitly a term or condition of an individual's employment;
- 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or,
- 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment is an infringement upon an individual's right to work in an environment free from unwanted sexual attention and sexual pressure of any kind. Other types of harassment include non-sexual harassment and/or intimidation (non-gender or gender-based), when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment of any kind works to demean an individual or group of individuals and creates unacceptable stress for the entire organization. Significant costs are involved; morale is adversely affected and work effectiveness declines.

The Borough does not condone and expressly prohibits harassment of any form in the workplace by any employee or any third party on our premises over which we have control. Persons harassing others will be dealt with swiftly and vigorously. All employees in all classifications are required to abide by and enforce the rules of this policy. Any employee who violates any part of this policy is subject to disciplinary action up to and including discharge from employment.

What to do if you believe harassment has occurred:

The Borough Manager, or their authorized agent(s), are empowered to investigate complaints based on sexual or other types of harassment. You have an obligation as an employee to report conduct that you believe, in good faith, constitutes harassment. Take advantage of the preventative and corrective opportunities provided by the Borough.

You should immediately report any incident or situation that you believe involves harassment, sexual or otherwise, by any of our employees, or third parties on our premises over whom we have control, to the Borough Manager.

The Borough will handle such matters in a prompt and lawful manner to ensure that such conduct does not continue. Incidents and situations will be investigated and any corrective action that the Borough determines is appropriate and allowed by law will be taken, up to and including discharge from employment and criminal prosecution if applicable. The Borough will maintain confidentiality to the extent possible and allowed by applicable law that the situation may be equitably remedied without the release of information. If it is necessary to release confidential information to conduct a satisfactory investigation, it will be distributed on a "need to know" basis.

No person will be adversely affected in employment decisions by the Borough because of bringing to our attention what he or she believes in good faith to be a bona fide complaint of harassment. Any individual that intentionally makes a false claim of harassment is subject to disciplinary action up to and including discharge from employment and criminal prosecution, if applicable.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protects qualified individuals from discrimination based on disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

REASONABLE ACCOMMODATION FOR DISABILITIES DUE TO PREGNANCY

Pregnant employees who are temporarily disabled will be permitted light duty assignments, where available, among other potential reasonable accommodations. These accommodations may include changes to the employee's job duties, changes to the employee's work hours, relocating the employee's work area, providing mechanical/electrical aids, transferring the employee to a less strenuous/less hazardous position, or providing leave. The employee must provide the Borough Manager a health care provider's certification that includes the date the reasonable accommodation became medically advisable, the probable duration of the accommodation, and an explanatory statement as to the medical advisability of the accommodation as a prerequisite to a light duty accommodation.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

GENDER

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETIC INFORMATION

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION

All federal and state laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

DRUG AND ALCOHOL-FREE WORKPLACE POLICY

The purpose of the Drug and Alcohol-Free Workplace Policy is to provide for a safe, healthy, and productive work environment for all employees. The use of alcohol or drugs in violation of this policy poses a health and safety hazard to the employee involved, co-workers, Borough property and the community. The employment of persons engaged in illegal drug activity could negatively affect the business operation and reputation of the Borough.

Employees in all categories have an obligation to immediately report any violation or suspected violation of this policy to the Borough Manager. Any employee who violates any portion of this policy will be subject to disciplinary action up to and including discharge from employment, and criminal prosecution if applicable.

Definitions.

- 1) "Substance abuse" means the use, misuse or illegal use of drugs, controlled substances, and alcoholic beverages.
- 2) "Dangerous substance" means illegal drugs, controlled substances, look-alikes, or designer drugs; unauthorized alcoholic beverages; drug paraphernalia; unauthorized prescription drugs; and any other perception-altering substance.
- 3) "Borough premises" includes all Borough property whether owned, leased or used, e.g., facilities, buildings, structures, storage units, parking areas, automobiles, trucks, and all other vehicles. This includes all other work locations or transit to and from those locations while in the course and scope of Borough employment.
- 4) "Reasonable suspicion" includes, but is not limited to observation of behavior, other than as attributed to certain medical conditions, such as slurred speech, unsteady walking, abrupt mood swings, breath (alcohol), or odor; observation of physical manifestations frequently associated with some form of substance abuse, e.g., needle marks, sudden nosebleeds, accidents, injuries, excessive absenteeism, declining productivity, observed use or possession of drug paraphernalia and/or suspicious activity indicating possible involvement with prohibited substances or alcohol.
- 5) "Test" is the screen of breath, urine, or blood.

The Borough's Drug and Alcohol-Free Workplace policy applies to all employees in all job classifications and strictly prohibits employees from:

- 1) The manufacture, distribution, dispensation, possession, abuse or use of dangerous substances or illegal drugs (including prescription drugs not taken in accordance with a valid prescription) at any time in the workplace and on any Borough premises; and,
- 2) Being under the influence of or having dangerous substances present in their bodies or in their possession while reporting to work, while at work, or while on- call for work.

To maintain a safe workplace for its employees, the Borough may require testing of employees who we believe with reasonable suspicion of reporting to work are in violation of this policy and/or following an on-the-job accident. Employees are required to report to the lab for the test within one hour of the request. Testing will be done at the Borough's expense. Employees who refuse to take a test as directed or who otherwise violate the Drug and Alcohol-Free Workplace policy will be subject to disciplinary action up to and including discharge from employment as well as criminal prosecution, if applicable.

The Borough will follow Department of Transportation (DOT) regulations where applicable regarding random or other drug or alcohol testing requirement for drivers of Borough commercial vehicles, and to comply with DOD contractor or other federal, state, or local regulations.

In appropriate situations and at the Borough's sole discretion, an employee who voluntarily (prior to being caught) admits that he or she has a substance abuse problem may be eligible to enroll in a rehabilitation program at the employee's expense and be eligible to return to work upon successfully completing the program. The employee will be required to sign a Conditions of Continued Employment Statement. The implementation of the Conditions

of Continued Employment Statement does not alter the employment relationship entered by the Borough and the employee and is not a guarantee of continued employment of any duration.

Any employee who uses prescribed drugs or over-the-counter medication that may impair his or her ability to perform the essential functions of his or her job or poses a direct threat to the employee or to others is expected to report this information to the Borough Manager. The Borough will make reasonable accommodation as allowed by applicable law to the known disabilities of employees where such accommodations do not create an undue financial hardship to the Borough. The Borough reserves the right to require medical or other documentation for verification of the need for such accommodation.

Nothing in this policy shall be construed as inconsistent with the Borough's responsibility for compliance with federal, state, and local laws regarding fair employment practices.

Testing Procedures. In accordance with Pennsylvania law, and applicable to all Borough employees in the state of Pennsylvania, the Borough will:

- 1) Use only state/NIDA certified laboratories for its job-related drug and alcohol testing;
- 2) Inform the employee tested, at the employee's request, the address of the laboratory that will test the specimen;
- 3) Provide any employee who has tested positively and whose test results have been confirmed with the following information within 30 days of the date that the test was performed;
 - a) a copy of the laboratory test including the test results;
 - b) a copy of this written policy on the use or abuse of controlled dangerous substances;
 - c) if applicable, written notice of the Borough's intent to take disciplinary action, terminate employment or change the conditions of continued employment; and,
 - d) a statement or copy of the provisions of the Annotated Code of Maryland, Health - General Article, § 17-214, permitting an employee to request independent testing of the same sample for verification of the test result, as follows:

"(e)(1) A person who is required to submit to job-related testing, under subsection (b) or (c) of this section, may request independent testing of the same specimen for verification of the test results by a laboratory that:

 - i. Holds a permit under this subtitle; or
 - ii. If located outside of the state, is certified or otherwise approved under subsection (f) of the section.

Drugs and/or alcohol are strictly prohibited on the Borough premises.

EMPLOYMENT ELIGIBILITY

Federal law requires every U.S. employer to verify, at the start of employment, each employee's identity, and legal eligibility to work in the United States. New employees are required to present to the Borough, within 72 hours of beginning work, documentation to establish identity and employment eligibility as designated by the Department of Homeland Security and described in DHS Form I-9.

Any employee who fails to provide this required documentation within the 72-hour time limit will not be allowed to continue employment with the Borough until the authorized documentation is presented.

Throughout the employment relationship, or upon rehire, employees will be required to re-verify information that is outdated or changed, as required by law.

BACKGROUND CHECKS AND DRUG/ALCOHOL SCREEN

As allowed by the federal Fair Credit and Reporting Act, as amended, all applicants for employment and current employees will be required as a condition of employment to sign a Consumer Report Disclosure and Authorization form acknowledging and authorizing the Borough to request certain background information about the prospective or current employee. This authorization will remain in effect throughout the employment relationship, until either the employment relationship ends, or the employee revokes the authorization in writing, whichever occurs first.

An employment offer and/or assignment will be conditional pending the receipt of a satisfactory background check (consumer report), which can include agency records searches and personal contact regarding such things as recent criminal history; civil suits and debt from public records; credit reports; identification, employment and education/certification verification; general character and motor vehicle record. Credit reports will only be requested for employees who are in positions of trust and have access to currency and/or financial information of the Borough.

An additional condition of employment, post-offer, is a satisfactory report for a drug and alcohol screen as allowed by state and local law.

The Borough reserves the right to request official agency records regarding the driving record of any current or prospective employee who will drive Borough vehicles or whose job duties include driving any vehicle – personal or Borough provided, while performing Borough business. Driving record checks may be conducted annually for current employees who drive or have access to drive Borough-owned vehicles.

INTRODUCTORY EMPLOYMENT PERIOD

The first day you report to work establishes your official employment anniversary date. Your anniversary date is used to compute various conditions and benefits described in this handbook.

The first 90 days of employment for all newly hired employees are considered an introductory employment period. We will closely monitor and evaluate your job performance as a new employee during this introductory period to ensure a smooth transition into employment with the Borough. The Borough Manager may meet with you at any time during or following this initial employment period to discuss job performance. You are encouraged to communicate ideas, comments and concerns regarding your job duties and transition into the Borough during this period to help ensure a good fit within the organization.

EMPLOYEE INFORMATION

Federal and state laws require every employer to maintain certain information about each employee. This collection of information is referred to as the “employee file” or “personnel file.” The employee file includes such information as your job application, resume, references and any background checks, records of training, documentation of performance reviews, promotions, and disciplinary action, pay records, group benefits plan enrollment, and any other documentation of your employment history with the Borough.

Employee files are the sole property of the Borough, and access to the information contained in the files is restricted. All information contained in the employee file will be maintained in a secure file location and kept in strict confidence as required by applicable law. You may request, by contacting the Borough Manager, access to review your own employee file. You are prohibited from removing, adding, or otherwise changing any documents or other information contained in your employee file without prior authorization. You should submit any requests in writing to the Borough Manager to add to, remove or amend any of the contents of your employee file.

Personal information contained in your employee file will not be released to any third party outside of the Borough without your written consent, other than as required by court order or other federal, state, or local law. The Borough does not provide personal references for former employees without prior written authorization. Without a proper release, the Borough will provide verification only of an employee's job held, dates of employment, and ending salary.

Additionally, you are required to immediately inform the Borough Manager by written notice of any major change affecting your employment records, payroll records and/or group benefit enrollment information. Information changes that you are required to provide include:

- Name, home address and/or telephone number
- Marital status and/or number of dependents (for group benefit eligibility)
- Change of beneficiary
- Emergency contact name and/or telephone number
- Authorized payroll deductions or tax withholding information
- Additional education and special training
- Military call to duty (when not prohibited due to reasons of national security)
- Proof of identity and legal eligibility to work in the U.S.

EMPLOYMENT CLASSIFICATION

In compliance with the Fair Labor Standards Act (FLSA) and state wage and hour laws, each Borough employee is placed in one of the following classifications. You will be advised of your employment classification upon hire or change in job/position with the Borough.

Full-time employee	Fills a regularly scheduled position and whose normal work schedule is at least 40 hours each week This category of employee is eligible for all group benefits.
Part-time employee	<i>Fills a regularly scheduled position/and whose normal work schedule is less than 40 hours per week. In certain instances, seniority obtained as a part-time employee may be applied upon becoming a regular full-time employee towards any waiting period for group benefit eligibility.</i>
Temporary or seasonal employee	<i>Fills a position for a limited period or on occasional basis as needed. Can be on a full or part-time basis and is not eligible for participation in the Borough group benefits.</i>
Grant-funded/federally-funded employee	Position provided and paid through federal funds and sponsored by the Borough. Employment ends when program is discontinued. Generally, not eligible for group benefits.

Additionally, each employee is either exempt or non-exempt. Exempt employees are paid based on a salary basis and meet the category exemption requirements as defined in federal and state wage and hour laws. Non-exempt employees are paid based on an hourly wage rate and are protected by the minimum wage and overtime provisions of federal and state wage and hour laws.

PERFORMANCE EVALUATIONS

The Borough Manager is continually evaluating your job performance. Day-to-day interaction between you and the Borough Manager should give you a sense of how the Borough perceives your job performance. The object of our performance evaluation procedure is to improve employee effectiveness and to provide a systematic and consistent basis for identifying various levels of performance and salary increases. It further offers an opportunity for you and the Borough Manager to candidly discuss your past performance, future expectations, and professional growth opportunities.

New employees will meet with the Borough Manager within the first 90 days of employment (introductory period) to review performance, determine eligibility for continued employment with the Borough, and, if appropriate, establish mutually agreed upon performance goals for the remainder of the year. Performance goals should be established and reviewed annually thereafter during the performance assessment. You will receive a copy of all written performance evaluations.

Annual performance evaluations are typically conducted in August and are not a guarantee of a monetary increase or a promise of continued employment. A copy of the performance evaluation form is included on the next pages.

Performance Evaluation Form

Date: _____ Review Period: _____ Through: _____

Employee Name: _____ Department: _____

Job Title: _____ Probationary Review: Yes: _____ No: _____

Person Conducting Review: _____

Score the performance in each job factor below on a scale of 1-5, as follows:

5 = Outstanding, consistently exceeds expectations and is recognized by peers and/or customers as a leader and positive example for others.

4 = Above Expectations, consistently meets and occasionally exceeds expectations.

3 = Meets Expectations, consistently meets expectations.

2 = Below Expectations, occasionally fails to meet expectations.

1 = Needs Improvement, consistently fails to meet expectations and a job performance improvement plan is required.

Job Factor	Employee Self-Evaluation	Manager Evaluation	Comments
Job-specific knowledge Competent in required job skills; is knowledgeable of the duties, methods and procedures required by the job; displays understanding of how job relates to others; able to			

perform a wide variety of job-related tasks.			
Quality of work Completes assignments in a thorough and accurate manner; produces quality work and achieves results under established quality standards.			

Work ethic and initiative Demonstrates commitment and dedication to accomplishing assigned duties; persistent and resilient in the pursuit of the assigned performance objectives and goals.				
Punctuality and attendance Has solid attendance record; arrives to work on time and is ready to work.				
Interpersonal/communication skills Handles internal and external communications effectively; expresses ideas clearly in both verbal and written communications.				
Teamwork Demonstrates ability to get along with others, communicates and acts as a team player.				
Customer service Effectiveness in servicing both internal and external customers; responsive to customer needs.				
Time management Consistently sets and meets timelines; works in coordination with other staff to ensure timelines are met; manages workload and delivers work as promised.				
Other (please specify):				

Indicate any additional comments that support your ratings:

Questions for Employee:

What have been your major accomplishments, achievements, and contributions to the organization in the past year?

Do you consider any of your contributions to be above and beyond the scope of your job description?

Thinking back to your goals for the previous year, which goals did you achieve? Are any of these goals still in progress?

Are there any areas where you need improvement? If yes, how can the organization help you with this?

What are your professional goals for the next year? What would you like to accomplish in the next year? How will you achieve these goals? Remember to make goals specific, measurable, achievable, results-focused and time-bound.

Employee Name: _____

Manager: _____

Questions for Manager:

What are three things that this employee did well in the past year? Please include specific examples to back up your statements. Please use bullet points. A narrative description is not necessary.

1. _____

2. _____

3. _____

What are three things that this employee could do to improve in the next year? Please include specific examples to back up your statements. Please use bullet points. A narrative description is not necessary.

1. _____

2. _____

3. _____

What would you like your employee to accomplish in the next year? How will you help this employee achieve these goals? Remember to make goals specific, measurable, achievable, results-focused, and time-bound.

--

Employee Name: _____

Manager: _____

Agreed upon goals for the next year (Employee and Manager to complete this section together.):

1. _____

2. _____

3. _____

Employee Acknowledgment

Your signature below indicates that the above performance appraisal and contents were reviewed and discussed with you by your supervisor:

Employee:	Date:
Borough Manager:	Date:

cc: Personnel File

COMPENSATION REVIEWS

The Borough Manager conduct compensation reviews annually in August, based on each employee's performance evaluation during the most recent assessment period. The results are presented to the Borough Council. Any wage or salary increases for eligible employees are effective January 1st.

"OPEN DOOR" POLICY

Communication is the key to every good relationship, whether it is personal or professional. Because we are committed to creating a productive, healthy, and safe working environment, management has established an "open door" policy to help you resolve job-related problems or associated personnel matters.

This policy encourages you to consult the Manager to discuss job-related issues before they become major problems. We believe that most matters can be satisfactorily resolved in this way. If the matter is not resolved or is of a nature you feel you cannot discuss with the Manager, you are encouraged to bring your problem to the

Council President. There will be no discrimination, retaliation, or criticism against any employee because he or she seeks to resolve a job-related issue by using this open-door policy.

DISCIPLINARY PROCESS

Whenever a group of people works together, there must be standards of conduct for common guidance and efficiency. We hope that your common sense will guide you as to the proper conduct in most cases. We have developed a performance management process that encourages open communication between the employee and his or her supervisor regarding the Borough's expectation for a satisfactory employment relationship. A disciplinary process is an additional tool included in our performance management process for communicating and resolving any problem areas with job performance, compliance with established standards of conduct or Borough policy.

Discipline may vary depending on, among other things, the seriousness of the offense, the circumstances under which it occurred, your duties, your length of service (seniority) with the Borough, and your overall work record including any prior misconduct. Disciplinary action can take one or more of the following forms, and in any order: counseling, verbal or written warning or reprimand, written performance action plan, suspension (with or without pay) or recommendation for termination of employment. Managers will typically document their concerns with your performance, meet with you to review these items and forward a copy of the documentation summarizing your conversation and action items to be included in your personnel file. Employees who are unable to correct the performance issue may receive additional disciplinary actions, up to and including termination. If you are unclear on the disciplinary process, please contact the Borough Manager.

If you do receive the benefit of any of these methods of discipline, be sure to take advantage of the opportunity to learn from your mistakes and improve your job performance and/or conduct.

There are certain major offenses that will result in a severe disciplinary action, to include termination of employment. To avoid severe consequences, just follow simple common-sense guidelines and avoid major offenses such as, but not limited to the following:

- Failure or refusal to carry out orders or instructions.
- Unsatisfactory work performance, including chronic, habitual, or excessive lateness or absenteeism.
- Using profane, obscene, or abusive language.
- Failure to fulfill the responsibilities of the job to an extent that might or does cause injury to a person or damage to or loss of product, machinery, vehicle, equipment, facilities, or other Borough or resident property.
- False, fraudulent, misleading, or harmful statement, action or omission related to an employment application, or any other information provided to or requested by the Borough.
- Unauthorized use of, removal, theft, or damage to the property of the Borough, an employee, or visitor.
- Threatened or actual physical violence.
- Carrying any weapon while on Borough business or premises without Borough authorization.
- Violation of any of the Borough's written policies and/or procedures.
- Organized gambling, disorderly or immoral conduct while on any Borough premises, worksite or otherwise performing business for or while representing the Borough in any way.

- Any arrest, criminal complaint, summons to answer a criminal charge, statement of charges or indictment which, in the Borough's judgment, poses any real or perceived risk to persons, property, and/or the reputation of the Borough.

Nothing in this policy shall alter the mutual consent employment relationship or provide any guarantee of specified length of employment or warranty of benefits. Employment is at-will.

EMPLOYMENT SEPARATION

Separation from employment is an inevitable part of personnel activity within any organization. There are two general types of employment separation: voluntary and involuntary, which are described below:

Voluntary Separation:

- **Resignation:** The employee voluntarily quits/resigns from employment with the Borough, with or without reason and/or prior notice.
- **Job abandonment:** Employee does not return to work from an approved leave of absence on the date specified and without notice to the Borough OR employee fails to report for work when scheduled for three or more consecutive days without notice to the Borough (often referred to as "No call/No show").

Involuntary Separation:

- **Discharge (or Termination)** initiated by the Borough.
- **Reduction in Force (RIF or Layoff):** Borough initiates an employment separation for an indefinite period due to lack of work or reorganization resulting in loss of position.
- **Temporary Layoff:** Borough initiates a temporary employment separation for a defined period and employee is eligible for rehire when work resumes.

Since employment with the Borough is based upon mutual consent, both the Borough and the employee have the right to end the employment relationship within applicable federal and state employment law. An employee separated from employment with the Borough will receive his or her final pay in accordance with applicable wage and hour law.

NOTIFICATION OF VOLUNTARY EMPLOYMENT SEPARATION

Every Borough must plan its future personnel needs if it is to operate efficiently. Should you decide to leave the Borough, the Borough appreciates advanced notice of your departure. Additional information on the payout of accrued, but unused leave is included in the Payroll Administration section of this handbook.

You must return to the Borough, no later than your last workday, all Borough property entrusted to you or in your possession, including but not limited to, work equipment, tools, vehicles, computers and accessories, diskettes/files, telephone equipment and accessories, keys, pagers, credit cards, files and any other items belonging to the Borough.

Before you depart, the Borough Manager may conduct an exit interview with you. Your suggestions concerning ways we can improve business operation of the Borough are welcome.

REHIRE OF FORMER EMPLOYEES

Under certain circumstances, the Borough may consider a former employee for re-employment by the Borough. To be considered for rehire, a former employee must have been in good standing at the time of his or her previous termination of employment with the Borough.

EMPLOYMENT REFERENCES

The Borough does not provide personal references for former employees without prior written authorization and a hold harmless release. Without a proper release, the Borough will provide verification only of an employee's job held, dates of employment, and ending salary. All reference requests must be made in writing. Refer all requests to the Borough Manager.

HOURS AND DAYS OF WORK

STANDARD WORK HOURS AND OVERTIME

Actual staff work hours are established and scheduled in accordance with the business needs of the Borough, and as allowed by applicable wage and hour laws. The normal workweek is forty (40) hours scheduled over a 7-day period. Work hours before or after the normal schedule or even weekend work will occasionally occur. As business or emergency need dictates, your schedule may be adjusted, and you will be expected to work the adjusted scheduled hours for the time required.

Work hours for employees under the age of 18 years will be scheduled in compliance with applicable child labor laws.

All categories of employees are expected to make every effort to remain flexible in their availability to adequately support the Borough's business needs. All employee schedule change requests must be approved in advance by the Borough Manager.

Non-exempt (hourly) employees will be paid 1.5 times their regular rate of pay for any hours worked beyond the regularly scheduled 40 hours during the work week. Holidays, vacation, sick leave, military leave, jury duty, bereavement leave, or any other authorized paid or unpaid leave will not be counted as time worked in calculating overtime wages. The Borough Manager must approve all overtime hours.

Exempt employees may voluntarily, or be required to, work more hours than regularly scheduled in a workweek, but are not eligible under wage and hour laws for overtime pay. In accordance with federal law, exempt Borough employees are eligible to earn comp time for hours worked more than their normal regular hours in certain instances on an hour for hour basis. The comp time cap is 40 hours for exempt employees. Use of accrued comp time should be coordinated with the Borough Manager to ensure adequate personnel coverage. Exempt classified employees will not receive payment for any comp time upon termination of employment.

Non-exempt employees may opt to accrue comp time in lieu of overtime payment. Comp time can be accrued up to three days (24 hours) maximum and the employee is responsible for informing the Borough Manager that he/she wishes to be credited with comp time in lieu of overtime wages. The Borough Manager must approve this request.

Nothing in this policy is a guarantee by Borough of hours of work per day, week, or year, or of any guarantee of specific work schedule.

RECORDING WORK HOURS

Federal and state wage and hour laws require that the Borough keep an accurate record of hours and days worked by employees. All employees are required to utilize the Borough's established timesheet system to record hours/days worked and any paid or unpaid leave used during each pay period. The Borough Manager must approve any overtime hours in any pay period.

Each employee is responsible for the accuracy of all time recorded on his or her timesheet and for the timely submission of the completed timesheet to the payroll department (or supervisor if applicable) at the end of each

two-week pay period. Under no circumstances is an employee permitted to record time worked for another employee. This will result in disciplinary action up to and including discharge.

LUNCH PERIODS AND BREAKS

All non-exempt employees are allowed one unpaid 30-minute lunch break and two 10- minute paid work breaks per workday. These breaks should be scheduled to always ensure adequate job coverage. Employees that smoke are required to abide by this work break policy. Work breaks for any employee under age 18 years will be scheduled in compliance with applicable child labor regulations.

ATTENDANCE AND REPORTING ABSENCE/LATE ARRIVAL

Efficient operation is essential for the success of the Borough. Attendance is a critical part of performance and employees who are frequently late or absent lower their performance ratings and undermine their chances for promotion and job security. It is necessary that you be at your job location ready to start work at your scheduled time and continue working until your scheduled hours of work are completed.

Should it be necessary to leave work prior to the end of your normally scheduled workday, you must request and receive approval from the Borough Manager before leaving the premises.

If you are going to be absent from work, you are required to notify the Borough Manager by email (at manager@springgrovepa.gov) no later than one hour before the start of your regular workday. The reason of the absence and the duration of the absence should be described during the initial email. If an employee is going to be late, they must notify the Borough Manager by email (at manager@springgrovepa.gov) prior to the start of the workday. The employee should provide the reason, a telephone number where they can be reached, and their expected arrival time to work during the initial email.

A written confirmation of illness and return to work authorization from your doctor is required for all illness-related absences of three (3) or more consecutive workdays.

Chronic or excessive absenteeism and late arrival at work creates an additional and unacceptable burden to co-workers and Borough operations. Employees that exhibit a documented pattern of excessive lateness or absenteeism (e.g., chronic, habitual, etc.) are subject to disciplinary action, up to and including termination of employment.

SEVERE WEATHER/EXTREME CONDITIONS

When unusual and unpredictable circumstances occur, such as severe weather, fire, power failure or other potentially hazardous condition, the Borough Manager, on behalf of the Borough may stop certain administrative operations and temporarily close part or all the administrative offices or Borough facility for public access. Employees categorized as essential personnel are required to report for work as directed by the Borough Manager.

Essential Personnel include:

- Borough Manager
- Public Works' staff
- Sewer staff

Employees categorized as non-essential personnel may be directed by the Borough Manager as needed during emergency situations to report for work. If not directed to report for work, non-essential personnel may elect to report for work or use accrued personal or vacation leave.

Non-essential personnel include administrative or other staff not included in the essential personnel list.

The Borough Manager is responsible for initiating notification to affected employees and providing office closure information via locally accessible radio or television station for general broadcast as soon as possible.

Essential personnel required to report to work, and non-essential personnel who elect to report to work during severe weather or other potentially hazardous condition are to use common sense and good judgment to ensure their ability to safely report to work.

PAYROLL ADMINISTRATION

PAY PERIODS/PAYROLL SCHEDULE

Upon commencement of employment with the Borough, each new employee is provided federal and state tax withholding forms along with other administrative forms to complete.

Borough employees are paid bi-weekly (26 pays per year). Pay weeks run Monday through the following Sunday, and the pay period is two consecutive pay weeks. Paydays are the Wednesdays following the end of the pay period. Timesheets for all employees need to be completed using the Borough's established time sheet system and submitted immediately upon the completion of a pay period (the last day of the pay period). If the payday falls on a holiday, checks will be prepared the preceding workday.

You are responsible for reviewing your timesheet for accuracy and for submitting every timesheet at the required time. You are also responsible for reviewing your paycheck or pay stub each payday and reporting any discrepancies to your supervisor or the payroll department.

DIRECT DEPOSIT OF PAY

The Borough provides a benefit to all categories of employees for direct deposit of your paycheck each payday into the bank account of your choosing. Direct deposit is a secure and dependable way to ensure that your pay reaches your bank account every payday. Your pay is deposited and ready for your use without you having to take your check to the bank. You no longer must make special arrangements or experience a delay when you are unable to personally deposit your check because you are on vacation, sick or out of Borough on business.

As part of the new hire paperwork when you first become an employee of the Borough, a Direct Deposit Agreement form is included for you to complete. To begin direct deposit of your pay, you will need to provide a copy of a voided check or deposit slip from the account(s) you want to have your pay deposited. If you change your account or decide to deposit some or all your pay to another account, just complete another direct deposit form and forward it and a copy of a voided check or deposit slip from the new account to the Borough payroll department.

GARNISHMENTS OR OTHER DEDUCTIONS FROM PAY

The Borough takes every precaution to ensure that employees receive the correct amount of pay in each paycheck. In compliance with federal and state wage and hour regulations, the Borough is required to withhold applicable federal, state, and local taxes, as well as social security (FICA) and Medicare tax from each paycheck. Your pay stub itemizes these deductions. The amount of deductions will depend on your earnings and on the information you provided on your federal W-4 and applicable state tax withholding form.

Additionally, as required by law, we will honor all wage garnishment notices issued by authorized federal and state agencies (including child support orders). If we receive a garnishment notice, you will be provided with a copy upon receipt of the notice. You will also receive notice when the garnishment order has been satisfied and we are no longer required to make a deduction from your paycheck.

You may voluntarily authorize, in writing, additional deductions from your paycheck for your contribution to our group benefit plans and other items permitted by the Borough. It is your responsibility to be certain that all such deductions are correct and promptly notify the payroll department of any errors in your paycheck.

The Borough may deduct money from your paycheck if you owe money to the Borough. For example, if the Borough advances you any paid leave, wages, or other money (e.g., a loan) that has not been repaid in full, the Borough may deduct the amount equal to the amount still owed by you. If the Borough provides you with any material, merchandise, food or beverage, the cost of which is your responsibility, the Borough may deduct the amount still owed by you. If, when requested to do so, you fail to return any Borough property to the Borough, or cause damage to any Borough property in your possession, custody or control, the Borough may withhold from any monies due you the amount owed to the Borough.

PAYMENT UPON SEPARATION OF EMPLOYMENT

The Borough does not pay severance pay. Accrued and unused vacation, personal, and sick leave will be paid out at half-time earned at the time employment terminates. Failure to provide at least three (3) weeks' notice of resignation will result in loss of payment for accrued, unused paid leave.

EXPENSE REIMBURSEMENT

If you are authorized to use your personal vehicle while performing work on behalf of the Borough, you will be reimbursed for mileage used at the current IRS rate. Mileage will include any miles above and beyond your normal commuting mileage. Parking charges, tolls, and business-related purchases will also be reimbursed. An accurate account of the purpose of the trip, date, location, and the mileage are required for reimbursement and must be included with the expense report. Expense reports should be submitted in a timely manner to the Administrative Assistant. All trips, expenses, and purchase orders must have the prior approval of the Borough Manager.

If you are attending a conference or training for your job with the Borough, you will be eligible for meal reimbursement for any meals that are not provided by the event sponsors on the days of the conference/training and during travel to and from the event. Reimbursement will require a completed check request form with itemized receipts, which should be submitted to the Borough Manager for approval. Reimbursement will be made on the following schedule:

- Breakfast: not to exceed \$14
- Lunch: not to exceed \$16
- Dinner: not to exceed \$26

Please note that alcohol is not reimbursable.

TIME OFF FROM WORK

The Borough recognizes that each employee occasionally requires time away from the job for rest and relaxation. We have developed an employee leave plan designed to provide employees with a balance of time off from work without creating undue hardship to Borough operations. The time-off-from-work benefits described in this handbook apply to eligible employees provided that the employee qualifies for the individual benefit stated below.

The Borough reserves the right to change or discontinue any of the benefits described below at its sole discretion and as allowed by applicable law.

VACATION LEAVE

The Borough provides paid vacation leave for eligible employees for rest and relaxation. An employee must meet the following criteria to qualify for paid vacation time:

1) Be a regular full-time employee, and 2) have completed one year of satisfactory and continuous employment with the Borough, and 3) have accrued the vacation before taking it and receiving pay for it.

Upon meeting the eligibility stated above, vacation is earned as follows as a lump sum applied at each anniversary date:

First anniversary	Ten (10) days' vacation leave
Second anniversary	Ten (10) days' vacation leave
Third anniversary	Ten (10) days' vacation leave
Fourth anniversary	Fifteen (15) days' vacation leave
Fifth anniversary	Fifteen (15) days' vacation leave
Sixth thru Ninth anniversary	Twenty (20) days' vacation leave
Tenth anniversary and thereafter	Twenty-five (25) days' vacation leave

Accrued and unused vacation time may be carried over from year to year, to a maximum balance of 320 hours. Employees who have earned 320 hours will not be eligible to earn additional vacation time until some of their balance is used or cashed out.

Seasonal, temporary, and part-time employees are not eligible for paid vacation leave.

VACATION BUY-BACK POLICY

The Borough recognizes that employees need time away from the job for rest and relaxation, and we encourage you to take your earned time off from work. However, we also understand that sometimes vacation is not an option, so we offer an alternative vacation buy-back program. A vacation buy-back plan is a program that allows an employee to sell his or her unused vacation time back to the Borough.

After one year of service, employees are eligible to cash out their excess vacation time. Leave balances more than 40 hours may be cashed out, up to a maximum of 264 hours per calendar year. Eligible employees are required to notify the Borough Manager of their requested number of hours to cash out. If approved by the Borough Manager, the benefit will be paid in the next regular pay cycle. The Borough reserves the right to deny requests at any time for any reason.

This policy only applies to vacation time and does not apply to sick leave.

SICK LEAVE

The Borough provides paid sick leave for necessary time off due to the employee's own illness or to care for a sick child or spouse. Sick leave is to be used for illness reasons only and it may not be used for vacation, personal or other non-illness related leave. Sick leave taken prior to eligibility for paid sick leave shall not be paid.

Regular full-time employees are eligible for seven (7) days of paid sick leave following satisfactory completion of 90 days continuous employment, and then annually thereafter based on the employee's anniversary date.

Seasonal, temporary, and part-time employees are not eligible for paid sick leave.

All employees are required to notify the Borough Manager as soon as possible and prior to the scheduled start of work if unable to report due to illness reasons. At the discretion of the Borough Manager, an employee may be required to provide a doctor's verification of illness or to provide a doctor's release to prove his or her fitness to return to work. Any employee absent from work due to illness for three (3) or more consecutive workdays is required to provide a doctor's confirmation of illness and return to work authorization. Employees are required to keep the Borough Manager informed regularly (at least every two days) of the status of your illness and expected return to work date.

In the event of an illness or injury covered by workers' compensation, this sick leave policy will not apply, as the state statute will apply.

Generally, upon termination of employment, accrued but unused sick leave will be paid out in half-time hours, if the termination is not for cause or if the employee provided at least two weeks' notice of resignation.

PAID HOLIDAYS

Following successful completion of 90 days satisfactory employment with the Borough, regular full-time employees are entitled to the following paid Borough holidays. Regular part-time and seasonal employees are eligible for paid holidays if the employee is regularly scheduled to work on the paid holiday and will be paid based on the average hours worked in the workweek.

New Year's Eve	New Year's Day	Martin Luther King Day
Good Friday	Memorial Day	Juneteenth Day
Independence Day	Labor Day	Columbus Day
Veteran's Day	Thanksgiving Day	Thanksgiving Friday
Christmas Eve	Christmas Day	

The Borough will provide notification at the beginning of each calendar year announcing the observance date of each paid holiday for that year. You must work the day before and the day after the holiday (if regularly scheduled to work) to receive payment for the holiday. Pre-approved paid leave, such as vacation/sick leave, will qualify as the day worked for the purpose of this policy, but not for calculation of overtime pay during the workweek.

Holidays that fall on a Saturday will be observed on the preceding Friday. Holidays that fall on a Sunday will be observed on the Monday following. Paid holidays and eligibility requirements may change at the sole discretion of the Borough.

BEREAVEMENT LEAVE

Full-time employees are eligible to receive paid leave for time away from work needed in conjunction with a death in the family. Family is defined for this policy as spouse, child, mother, father, brother, sister, grandmother, grandfather, aunt, uncle (step and in-law relationships included) or any person who at the time of death resided in your household as a member of your family (related by blood or marriage).

To be eligible for this paid leave, you must have successfully completed the 90-day new employee introductory period. Employees will be paid only for those days that are regularly scheduled workdays. Bereavement pay will not be paid automatically if time off is not requested. The amount of bereavement leave that may be requested is a maximum of three (3) days, including the day of funeral. Additional time off may be requested with the use of accrued/unused vacation or personal days. Documentation may be requested and required for the leave to be approved.

JURY DUTY/COURT APPEARANCE

In accordance with applicable law, the Borough will permit all categories of employees to request time off to perform jury duty and other court-ordered appearances, if summoned.

To be eligible to receive paid jury duty leave you must be an employee, in good standing, working a regular schedule of at least 30 hours per week, and have successfully completed the 90-day employment introductory period. It is the policy of the Borough to allow up to three (3) paid days per calendar year (pro-rated for part-time)

to perform jury duty if summoned. You are required to provide proof of any other compensation received for jury duty.

Jury duty pay will be paid at the employee's regular rate of pay, less any other jury duty payment received, based on the number of hours you normally would be scheduled to work on each jury duty day. Paid Jury Duty leave does not apply to jury duty on days that are not your regular scheduled workday. Jury duty leave is not eligible for overtime pay. Jury duty leave will be paid for jury duty only; it does not apply to court-ordered appearances, such as witness duty, unless the witness or other than jury duty is at the request of and on behalf of the Borough. Accrued/earned vacation or personal time may be used for court-ordered appearances (other than jury duty).

An employee who receives a jury or witness duty summons is required to immediately notify his or her supervisor, and provide a written copy of the summons. If you are released from jury duty for one-half day or more during any scheduled workday, you are required to report for work for the remainder of the day.

TIME OFF TO VOTE

We encourage you to fulfill your civic responsibility by participating in local, state, and national elections. Generally, you will have sufficient time to vote either before or after your regular work schedule. If your regularly assigned work schedule does not permit time to vote before or after the workday, approval for time off, not to exceed two hours, during the regular workday will be granted. If an employee is granted time off during regular work hours to vote, the employee must provide Borough with proof that he/she voted.

MILITARY LEAVE

The Borough grants leave for the performance of military duty in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), as amended. You are required to submit written notice at least thirty (30) days in advance of your need to take military leave unless military necessity prevents such advance notice.

Military leave is generally taken without pay, but you may elect to use any accrued vacation and/or personal leave during a military leave of absence. The Borough will preserve your right within the law regarding return to work, reemployment and benefit continuation or resumption in accordance with the USERRA regulations.

UNPAID PARENTAL LEAVE

The Borough will provide employees with up to six weeks of unpaid parental leave for the birth, adoption, or placement of a child in foster care during a 12-month period. Employees must exhaust their available PTO time for the year prior to using any unpaid leave. PTO time will count towards the six-week maximum time off. To be eligible for unpaid parental leave, an employee must have worked for the Borough for at least one year and for 1,250 hours in the previous 12 months.

To invoke the law's protections, an eligible employee must provide the employer with 30-days' notice prior to taking the parental leave. Prior notice, however, is not required if the employee takes leave because of a premature birth, unexpected adoption, or unexpected foster placement.

The Borough may deny unpaid parental leave to an eligible employee if the denial is necessary to prevent "substantial and grievous economic injury to the operations of the employer" and the employer notifies the employee of the denial before the employee's leave period begins.

During the leave period, the Borough is required to maintain existing coverage for a group health plan. The employee will still be responsible for his/her share of the premium costs during this time.

HEALTH AND WELFARE BENEFITS

Upon reaching eligibility and completion of any required waiting period, eligible employees may participate in applicable group benefit plans. Participation allows you to contribute your portion of certain plan premium costs on a pre-tax basis, via payroll deduction. Your monthly benefit contribution for allowable pre-tax plans will be deducted from your paycheck on a pre-tax basis, divided evenly between each pay period.

“Pre-tax contribution” means that if you participate in a qualifying group benefit plan, the portion of the monthly premium cost that you pay will be deducted from your gross pay before any federal, state, and social security (FICA) taxes have been withheld. This means that your gross wages remain the same, but the amount of wages subject to tax withholding is reduced, so you pay less federal, state and FICA taxes.

Once you have reached eligibility to participate in the group benefit plans, you will be given the opportunity either to enroll in the various plans according to your needs, or to decline participation in some of the plans. After the initial enrollment opportunity, you will not be able to change your participation election until the next annual open enrollment period, unless you experience a qualifying family status change.

HEALTH INSURANCE

Full-time and part-time employees who regularly work at least 30 hours per week are eligible for enrollment in the Borough’s group health benefit plans upon completion of the plan waiting period. You will be notified when you are eligible to enroll in these health plans. The Borough offers the following group health benefit plans:

- Medical and Vision Insurance
- Dental Insurance

You will receive the summary plan description for each plan when you are eligible to enroll. The summary plan description contains detailed information about each plan.

Employees hired on or before January 3, 2023 are required to contribute \$20.00 per pay period for single coverage, \$30.00 per pay period for employee + spouse coverage, and \$40.00 per pay period for family coverage towards the monthly medical insurance premium while the Borough will contribute the remaining amount. The Borough will contribute one hundred percent (100%) of the vision and dental insurance monthly premiums.

Employees hired after January 3, 2023 are required to contribute ten percent (10%) of their monthly medical insurance premium while the Borough will contribute the remaining ninety percent (90%). The Borough will pay one hundred percent (100%) of the vision and dental insurance monthly premiums.

If you and your family choose to opt-out of the Borough’s medical, vision, and dental plan, you will be eligible for a \$12,000 annual insurance stipend. This amount will be pro-rated from your start date and in the year of the date of your departure from employment from the Borough. The stipend will be paid out bi-weekly.

CONTINUATION/CONVERSION OF GROUP HEALTH INSURANCE

If your group health insurance coverage ceases because your employment with the Borough ends, or because of some other qualifying event, you and your covered dependents may be eligible for continuation of your group health coverage under applicable state or federal law.

Qualified extension of group health coverage will be at the individual’s expense and will be equal to the current monthly premium cost for the elected coverage plus an administrative fee.

To find out more about eligibility, continuation, or conversion rights for these contact the Borough Manager.

TERM LIFE/AD&D INSURANCE

The Borough offers group term life insurance for all regular full-time employees in the amount of \$70,000. This coverage provides a monetary benefit payable to your beneficiaries upon your death. There is no cost to the employee for enrollment in the standard plan.

This plan includes accidental death and dismemberment (AD&D) benefits if death or dismemberment occurs within a set period of an accidental bodily injury and results solely from that injury. This coverage provides a monetary benefit and is effective the same date as enrollment in the plan.

SHORT TERM DISABILITY INSURANCE (STD)

Illness and disabling conditions can be a source of great concern because of resulting loss of wages. The Borough provides fully paid short-term disability insurance for regular full-time employees in good standing that have met the plan eligibility requirements. Enrollment in this plan is at no cost to the employee.

The STD summary plan description can provide more detailed information about this benefit.

LONG TERM DISABILITY INSURANCE (LTD)

The continued loss of wages because of a non-work-related accident or illness can have serious financial effects on you and your family. An LTD plan continues where an STD plan stops, and generally will continue until your death or eligibility for other disability coverage. Enrollment in this plan is at no cost to the employee. Regular full-time employees in good standing who have met the eligibility and waiting period requirements are enrolled in this plan.

The LTD summary plan description can provide more detailed information about this benefit.

PENSION

The Borough offers a non-uniformed pension plan through the Pennsylvania State Association of Borough's for all regular full-time employees in good standing and that have met the plan's eligibility requirements. The plan provides a monetary benefit payable to you upon your retirement. There is no cost to the employee for this plan.

ADDITIONAL BENEFITS PROVIDED TO EMPLOYEES

The Borough pays certain federal, state, and local tax and insurance for the benefit of each employee. These additional benefits include:

- Social Security (FICA) and Medicare. These are federal programs that receive contribution through payroll tax. The programs provide retirement income, disability benefits and survivor benefits for the employee and eligible dependents. The tax amount is shared by the employer and the employee. For every dollar you pay into these programs, the Borough contributes an equal amount.
- Workers' Compensation Insurance. If you are injured or become ill in the performance of work for the Borough, you may be eligible to receive insurance benefits as provided under the state Worker's Compensation Insurance regulations. The Borough pays all costs associated with providing this insurance protection benefit. This benefit applies to all employee categories.

If you suffer an injury or become ill because of performing your job, you are required to immediately report the incident to the Borough Manager. All categories of employees are required to follow the workplace Accident Reports policy established by the Borough and included in this handbook.

The Borough reserves the right to contest any workers' compensation claim of injury or illness by any employee.

- Unemployment Insurance. The Borough pays into the Pennsylvania State Association of Borough's Unemployment Insurance Fund on an ongoing basis to provide wage benefits for eligible employees who

become laid off or otherwise unemployed through no fault of their own. As an employee of the Borough, you pay no portion of the cost of this insurance benefit.

PROFESSIONAL DEVELOPMENT POLICY

We believe that an employee's personal and professional growth greatly enhances his or her contribution to the Borough. We further believe that encouraging and making it possible for an employee to grow professionally within our organization contributes significantly to the employee's personal well-being as well as job satisfaction. The Borough is committed to encouraging and assisting employees in the development of professional skills, education/knowledge and job advancement within the organization.

We will communicate to you opportunities for advancement within the organization, e.g., any current job openings, the qualifications and skills required for the position(s), any internal professional development programs, etc. Communication could occur in any of the following ways: via internal all-staff email notice, departmental posting, advertisement and/or word-of-mouth. We encourage all employees who believe that they meet the qualification and skills requirements for any internal job opening to discuss the opportunity with the Borough Manager and apply. Although qualified current employee applicants will receive preferred consideration, the Borough reserves the right to advertise and search for qualified applicants outside of the organization to fill any available position.

If you are interested in applying for an available position within the organization, contact the Borough Manager for instructions on how to apply. We encourage you to discuss your transfer/advancement interest with the Borough Manager prior to submitting an internal application. The Borough Manager is a good resource to help you successfully apply for and possibly attain the position.

Once the Borough has received your application, you will be notified within seven (7) days of the Borough's desire to further consider your application and any next steps in the interview/selection process.

This policy applies to all categories of employees. Internal application for another available position within the organization is not a guarantee of reassignment to the position applied for, or any other position within the Borough. We encourage all employees to take advantage of these professional development opportunities and will continue to encourage employee professional and personal growth. No employee will receive any adverse employment action as a result of inquiring about, expressing interest in or applying for any available Borough position.

EDUCATIONAL ASSISTANCE POLICY

The Borough recognizes the need for further education in the challenging and ever-changing technical world. The Borough also realizes a well-trained employee is an asset to any organization and an in-depth knowledge of their field is important. Financial aid will be provided in part or whole to part-time and full-time employees for courses that are of benefit for both the employee and the Borough and its residents. The Borough Manager must approve all training and educational expenses of hourly employees. Borough Council must approve all higher education (college, trade school, etc.) expenses of the Borough Manager. All courses of study must be directly related to the employee's job and responsibilities.

Higher Education: Trade School, College, etc. - Technical, compliance and procedural training for certifications, licenses and permits, to operate Borough facilities or equipment or to administer Borough policies, will be reimbursed in full. The course should result in course credit or successful completion to receive financial assistance. Audited courses will not be reimbursed. The course should generally be held outside of normal working hours. Employees may take courses during working hours with the Borough Manager's approval. In the case that such an approval be granted, a revised work schedule will be established to ensure that the full workload of the department is accomplished without incurring overtime. Authorized expenses for tuition, lab fees, and

other related fees will be reimbursed up to 75% for mandatory and elective schooling upon approval of Borough Manager. Costs of books, supplies, optional materials, parking permits, application, mileage, meals, etc. shall be borne entirely by the employee. If an employee obtains other employment within two (2) years of completion of any courses, the amount reimbursed to the employee will be refunded in full to the Borough.

Training & Development: Certificate Courses – The Borough Council encourages employee training and development. A variety of seminars and classes are available through the Department of Local Government Services, Pennsylvania State Association of Boroughs, Penn State Cooperative, and various other sources. Employees who wish to attend these educational opportunities should discuss them with the Borough Manager and obtain prior authorization for attendance from the Borough Manager. The location of the classes should be in the general vicinity of the Borough, and the date should pose no problem in the routine operation of the department. Payment for classes and mileage will be paid by the Borough. Should an employee be required to be more than fifty (50) miles away from the Borough for longer than his/her regular shift, reasonable expenses for meals and, if necessary, lodging will be reimbursed. To obtain reimbursement for any expenses incurred with the attendance of such a class, an itemized listing of expenses, along with a receipt of description of the expenses shall be submitted to the Borough Manager for approval.

WORK RULES AND GUIDELINES

BUSINESS ETHICS AND PROFESSIONAL CONDUCT

Our successful operation and reputation are built upon the principles of professional, fair, and ethical conduct by all Borough employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

A professional image requires you to treat others as you would like to be treated, keep work areas orderly and clean, use appropriate language, be sensitive to cultural diversity, appreciate everyone's contribution to the success of the Borough, be on time for work, and to maintain a positive and customer-oriented attitude.

Our continued success is also dependent upon public trust, and we are dedicated to preserving that trust. All employees have a duty to the Borough and our community residents to act in a way that will merit the continued trust and confidence of the public.

The Borough has an obligation to comply with all applicable federal, state, and local regulations pertaining to operating a municipality. As such, the Borough expects staff at all levels to conduct themselves and any business operation in accordance with the letter, spirit, and intent of all applicable laws and to refrain from any illegal, dishonest, or unethical conduct.

Employees in all categories are required to abide by this policy.

ACCEPTANCE OF GIFTS

No employee may solicit or accept gifts of significant value, lavish entertainment or other benefits from potential and actual customers, suppliers, or competitors. Special care must be taken to avoid even the impression of a conflict of interest.

An employee may entertain potential or actual customers if such entertainment is consistent with accepted business practices, does not violate any law or generally accepted ethical standards and the public disclosure of facts will not embarrass the company. Any questions regarding this policy should be addressed to the Borough Manager.

RESTRICT CONFLICTING OUTSIDE ACTIVITIES

In limiting employees' involvement in certain outside activities, we are not attempting to interfere in your personal life, but to protect the best interest of the Borough and all our personnel. We cannot permit you to pursue activities that may conflict with the general welfare of the Borough, have the appearance of impropriety or partiality, or which might damage the reputation of the Borough. Such activities include, but are not limited to:

- The use of Borough time, facilities, or equipment to engage in another business or occupation.
- Any additional full-time employment while employed full-time with Borough.
- Any outside activity which results in your losing time from work, being distracted from work, or which could result in an appearance of conflict, including soliciting time or money for political activities during work hours.
- Display/distribution of political materials, including political signs, bumper stickers, posters, emails, correspondence, buttons, or other visible displays in work areas during work time or on Borough vehicles.

All employees are required to abide by this policy, and you should consult the Borough Manager before engaging in an activity that may be in violation of this policy.

WORK PRODUCT OWNERSHIP

All Borough employees must be aware that the Borough retains legal ownership of the product of their work. No work product created while employed by the Borough can be claimed, construed, or presented as property of the individual, even after employment by the Borough has been terminated or the relevant project completed. This includes written and electronic documents, audio and video recordings, system code, and any concepts, ideas or other intellectual property developed for the Borough, regardless of whether the intellectual property is used by the Borough. Although it is acceptable for an employee to display and/or discuss a portion or the whole of certain work product as an example in certain situations (e.g., on a resume), one must bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest. In any event, it must always be made clear that work product is the sole and exclusive property of the Borough.

RESPECT CONFIDENTIAL INFORMATION

Employees, while in the performance of their duties, may from time-to-time encounter information that is personal or otherwise restricted pertaining to the Borough, our employees, or Borough residents that is not generally available to the public (collectively, "Confidential Information"). It is important for all employees to understand that information related to Borough business or residents and employee information is restrictive in nature. This Confidential Information obtained in any way by an employee must be kept confidential and is not to be shared with or released to unauthorized individuals working for the Borough, Borough residents or persons not affiliated with the Borough.

Confidential Information includes, but is not limited to:

- Personnel data and files, except as required by public disclosure regulations. Examples of confidential personnel information include internal documentation related to job performance, medical or disability information, internal payroll information, residential addresses and telephone numbers, marital status, and dependent information.
- Computer processes, programs, files, electronic media, and user codes.

- Pass codes, keys, cards, etc. to access facilities, computers, telephone system, photocopy machines, vehicles, etc.
- Credit cards, bank account numbers, etc.
- Borough resident data and files as maintained for Borough business purposes, e.g., utility processing, grounds maintenance, fire department, etc.

Some employees, while performing their duties, encounter or have access to documents containing confidential Borough information that are not intended to be available to all employees, such as financial records, credit card and account numbers, internal personnel and payroll records and other employee personal information. Those employees may not disclose such confidential information to any persons, including other employees of the Borough, except as is necessary while performing their job duties.

Upon termination of employment, employees must return all Borough property of which the employee has possession, as well as all files and other data relating to records, customers, or business operations made by him or her.

Please be aware that an employee that improperly uses, discloses, or removes any confidential business information from the premises without proper Borough authorization, or who releases proprietary or other information to any unauthorized individual inside or outside of the Borough, will be subject to disciplinary action up to and including discharge from employment and criminal prosecution, if applicable.

If you are not sure about whether a particular type of information is subject to this confidentiality duty, consult the Borough Manager.

WORKPLACE MONITORING

In accordance with applicable federal, state, and local regulations, the Borough may conduct workplace monitoring in various forms, to include video surveillance, to ensure quality control, employee safety and security, or to comply with government regulations. This policy applies to all categories of employees.

For the purpose of this policy, Borough property includes, but is not limited to Borough-owned, leased or rented vehicles; buildings, offices, work areas, parking areas, lunch/break rooms, restrooms, storerooms and outbuildings; computer systems, network(s), hard drives, computer and e-mail systems and files; telephone, pager/2-way radio, and voicemail systems; desks, closets, cabinets, drawers and files. All Borough property is subject to periodic inspection if deemed necessary for the purpose of maintaining a safe and secure workplace, for quality assurance/training purposes, and in connection with an ongoing investigation or reasonable suspicion of violation of any Borough ordinance, policy, or procedure.

There is no assumption of personal privacy for any data or other information stored in or on any Borough property, including the Borough's computer/e-mail systems and files, and telephone, pager/2-way radio and voicemail systems.

LOSS PREVENTION AND CONTROL

The Borough facilities contain valuable machinery, equipment, furnishings, vehicles, and other property belonging to the Borough. This Loss Prevention and Control policy has been developed to provide guidance to ensure a secure work environment. Every employee has a duty to assist with ensuring the protection of Borough property.

Loss occurs whenever an unplanned event such as theft, fire, accident, or even excessive absenteeism upsets the normal Borough operations. Although we continually work to ensure security measures within the Borough facilities, it is impossible to guarantee against loss due to reasons beyond the Borough's immediate control. You

are advised to not leave personal property or valuables unattended at work. The Borough will not be responsible for the replacement of personal items left unattended on the premises.

For the purpose of this policy, Borough property includes any building, office and general work area, parking area, storage area, vehicle or other equipment or accessory item owned, rented or leased by the Borough. Every employee has the responsibility to immediately inform the Borough Manager if he or she observes anyone leaving Borough premises in the possession of Borough property, or personal property belonging to another employee or a visitor.

We will authorize a thorough investigation of any discovered theft or willful destruction of Borough, employee, or visitor property. Any employee involved in an intended or actual theft or willful destruction of Borough, employee or visitor property will be subject to disciplinary action up to and including termination of employment and criminal prosecution.

SAFETY IN THE WORKPLACE

Employees play an important role in workplace safety and accident prevention. Workplace behavior is the single greatest contribution to workplace safety. The Borough expects all employees to conduct themselves in a manner so as not to endanger themselves or others and to follow all workplace safety rules and practices. Any unsafe behavior or action is not acceptable, regardless of whether it causes or contributes to accidents or injuries.

In order to ensure a safe and healthy work environment for all employees, Borough residents and visitors, we have created this safety policy. The Borough will ensure compliance with the policy and will comply with all state and federal laws in the administration of the policy. The success of this safety policy depends on every employee's alertness and personal commitment to adhere to all safety guidelines and rules. All employees are required to know and abide by the safety policy rules and standards. As an employee, you are required to immediately report any unsafe condition to the Borough Manager. Failure to abide by the safety rules or failure to report or remedy wherever possible such situations, will be grounds for disciplinary action, up to and including termination of employment.

General safety rules applicable to all employees:

- Follow safe job procedures. Exercise good judgment and caution in your work at all times.
- Keep work areas clean and free of slipping and/or tripping hazards.
- Use required personal protective equipment.
- Immediately report all equipment malfunctions and unsafe work conditions to the Borough Manager.
- Use care when lifting and carrying objects.
- Observe and obey all warning signs and restricted areas.
- Know emergency warning procedures and become familiar with all emergency exits from the facilities.
- Immediately report every accident and injury that occurs on company premises to the Borough Manager.
- Participate in accident investigations or other company loss-control activities as needed.

Additional safety rules applicable to Public Works' employees:

- Attend all safety training classes required for each particular job and provided by the Borough.
- Maintain all certifications/licenses required for public works and wastewater personnel.
- Maintain all vaccinations and physical examinations required for public works and wastewater personnel.
- Be aware of safety hazards on the job and wear appropriate safety gear and clothing provided by the Borough and applicable to the job you are performing.
- Safety vests and protective hats at work sites.

- Emergency flashers on vehicles, safety flags and apparatus displayed as applicable for roadway and utility work.
- Respirators are required for all employees working with chlorine and gas cylinders.
- Employ the “buddy system” before entry to water/wastewater chlorine/gas areas.
- Ensure door latches are in “OPEN” position to prevent being locked in.
- One person enters room, the other remains outside door and monitors work activity inside and aids as needed. Watcher should not leave post until inside person has exited chlorine room.
- Secure exterior doors.
- In the event of a chlorine or sulfur dioxide leak, both persons leave the room/area at once and call 911 to report the leak.
- Annual wellness physicals and vaccinations. Maintenance and wastewater personnel are required to obtain an annual wellness physical and Hepatitis vaccination/annual booster. In jobs that require use of a respirator, employees are required to provide the Borough with a doctor’s certification (and annual recertification) stating that the employee can satisfactorily work while wearing a respirator.

ACCIDENT REPORTS

You are required to immediately report to the Borough Manager any illness or injury that occurs during the performance of your job. If your condition requires you to immediately leave the workplace and/or to seek medical attention, you are required to provide the Borough Manager with a physician’s report within 24 hours of the incident and prior to your return to work. You may also be required to complete an information statement detailing the incident, including what you were doing at the time the injury or illness occurred, how and where on your body you were injured or affected, and if there were any witnesses to the injury or illness onset.

If you are involved in a motor vehicle accident in a Borough vehicle or your personal vehicle while on Borough business, you are required to provide information regarding the accident, e.g., a police report, citation, etc. Employees are responsible for reporting to police any Borough vehicle accident involving personal injury or property damage.

WORKPLACE VIOLENCE PREVENTION

The Borough has established policies and procedures with the intent to provide a work environment that is safe, healthy, and rewarding for all employees and visitors to our offices and facilities. Our Safety in the Workplace and Business Ethics and Professional Conduct policies outline safety precautions and expected standards of conduct for all employees. We cannot, however, ensure against disruptive or unforeseen influences outside of our control that might have an adverse effect on our workplace.

All employees are required to be alert to activity or behavior by an employee or visitor to the Borough offices and facilities that may signal possible danger to the employee, any other employee or visitor, or which might be disruptive to business activities in any way.

The carrying of and/or use of any weapon by any employee or visitor, other than authorized law enforcement personnel, on or in any part of the Borough offices or facilities is strictly prohibited. For the purpose of this policy, Borough offices and facilities include all office and work areas, common areas, storage areas, vehicles, parking areas or adjacent property. Weapons include, but are not limited to any type of firearm, non-work issue knife or blade, explosive device, or any device used in a threatening or harmful manner.

Threat or conduct either in person, via mail, telephone, e-mail or other media that threatens, intimidates or coerces another employee or visitor will not be tolerated. All threats of (or actual) violence, both direct and indirect, should be reported immediately to the Borough Manager, and in the case of immediate danger, notify the police.

All suspicious individuals or activities on or near the Borough offices or facilities should also be reported immediately to the Borough Manager. Do not place yourself in danger. Do not intercede when there is imminent or immediate danger. Attempt to note facts to report to officials and leave the area if possible. Call the police and then notify the Borough Manager as soon as possible. The Borough will promptly and thoroughly investigate all reports of threats of (or actual) violence and any suspicious individuals and activities.

Employees should make every effort to equitably settle their disputes or differences with other employees, with the help of the Borough Manager, if necessary, to preclude any situation that might escalate into potential violence.

Although it is not our intent to become involved in our employees' personal life, it is important for us to know of potential situations that may place any of our employees or visitors in any danger. If you are involved in a situation outside of the workplace, or believe that a situation exists, which could potentially place the Borough or any of our employees in danger, you are required to immediately notify the Borough Manager.

Confidentiality will be maintained to the extent possible that the situation may be remedied without the release of any information. If information must be released in order to conduct a satisfactory investigation, only individuals with a "need to know" and those involved in the investigation will be provided information.

Any employee found to be responsible for threats of (or actual) violence or other intimidating conduct in violation of this Workplace Violence Prevention Policy will be subject to prompt disciplinary action up to and including discharge from employment, as well as applicable criminal prosecution.

USE AND CARE OF BOROUGH PROPERTY

Borough equipment and facilities are the property of the Borough and are for the use of employees and authorized personnel performing work for the Borough. Employees are required to exercise care when using Borough property and to ensure that all items are kept in good working order. Borough property includes, but is not limited to offices, buildings, work areas, parking areas; vehicles (leased or owned); tools and equipment; uniform items; pagers/2-way radios and cell phones; computers and accessories; all files; and furnishings.

Borough property must be used only for the purpose for which it was designed and may only be used by employees and authorized individuals. Employees who misuse, abuse, or allow unauthorized individuals to use or to misuse Borough property will be subject to disciplinary action up to and including discharge from employment as well as criminal prosecution.

RETURN OF BOROUGH PROPERTY

Upon termination of employment for any reason you are required to relinquish and return to the Borough all Borough property assigned to you or in your possession no later than your last workday with the Borough. Failure to return Borough property will result in charges to you for the replacement cost of the non-returned item, and possible criminal prosecution. As allowed by applicable law, the total cost of the missing or non-returned item may be deducted from your final paycheck.

USE OF TELEPHONES, COMPUTERS, EMAIL, THE INTERNET, AND OTHER ELECTRONIC MEDIA

Our computer systems, internal and external network systems and email systems are the sole property of the Borough and are for business use. The Borough allows occasional and reasonable personal use by employees so long as it does not interfere with business operations, the performance of the employee's job and does not violate any portion of this or any other Borough policy.

All employees and non-employees are prohibited from placing unauthorized and/or personal-use software or hardware on any Borough computer system without prior written authorization. Employees and non-employees

are also prohibited from removing or copying Borough-licensed software or transferring Borough-licensed software to personal-use computer or systems.

The Borough strictly prohibits all employees and non-employees from accessing, writing, downloading, receiving or transferring pornographic, racial, harassing, and other discriminatory or illegal jokes, e-mail messages or other potentially harmful data on Borough computer systems or any other Borough electronic media, including the Internet, at any time.

Examples of activities involving the Borough's computer or other electronic media systems that are strictly prohibited include, but are not limited to:

- Sending/receiving/posting or viewing pornographic, discriminatory, harassing, illegal, threatening or otherwise harmful messages, images, or other activities.
- Using the Borough's time and resources for personal gain.
- Stealing, using, or disclosing another employee's access code or password; and/or attempted or actual access of another computer system or other person's files without proper authorization.
- Copying, pirating, or downloading software and electronic files onto any Borough computer or network systems.
- Sending or receiving confidential material, trade secrets or proprietary information outside of the Borough's internal system.
- Violating licensing agreements and/or copyright law.
- Engaging in electronic activities that are a cost to the Borough by way of service or long-distance fees without prior approval by Borough management.
- Sending or receiving material that could damage the Borough's image or reputation.
- Sending/receiving/posting chain letters, advertisements, political activities, and other personal material that exposes the Borough to spam or other mass contact that would be detrimental to our network and business operations.

Any information stored on these systems is the sole property of the Borough and is subject to inspection by the Borough. There is no assumption of privacy for any personal information stored on the Borough's computer systems and related hardware, software, network, Internet, and e-mail systems. As such, computer usage and files or other data contained on the computer hard drive, network disks and/or accessories may be monitored or accessed at any time by Borough management as deemed necessary or appropriate.

If you receive or otherwise become aware of any prohibited material in violation of this policy, you are required to immediately notify the Borough Manager. Any employee found to have violated any provision of this policy is subject to disciplinary action up to and including discharge, as well as applicable criminal prosecution.

Telephone Systems

While we understand that it is necessary on occasion for employees to place and receive personal calls during the workday, employees should understand that excessive personal calls, both incoming and outgoing, tie up our phone lines and generally disrupt Borough operations. Personal calls on the office lines are to be kept to a minimum.

Messages stored on the Borough's internal telephone voicemail system, cell phones and pagers/2-way radios are the sole property of the Borough. There is no assumption of privacy for any message, personal or business-related, stored on the Borough's internal telephone system, voicemail system, cell phone and pager systems. The Borough reserves the right to monitor any calls transmitted and received on the Borough's telephone system for quality assurance and/or training purposes. Any messages left in the voicemail or telephone message system may be accessed at any time by the Borough.

PERSONAL PROPERTY

The Borough is not responsible for loss of or damage to your personal property. Therefore, we recommend that you do not bring valuables to work. Do not leave personal belongings unattended and/or unsecured in your work area.

VEHICLE SAFETY AND USAGE

Borough vehicles are provided to enable certain categories of employees to efficiently perform their job functions for the Borough. The purpose of this policy is to ensure the safety of those individuals who drive Borough owned or leased vehicles or a personal vehicle for Borough business. Borough business is defined as driving at the direction, or for the benefit, of the Borough. It does not include normal commuting to and from work.

Only authorized employees may operate Borough vehicles, except in the case of repair testing by a mechanic or as otherwise authorized by the Borough Manager. Borough vehicles may not be taken home or left at an employee's personal residence without authorization by the Borough Manager.

Vehicle accidents are costly to the Borough, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate any vehicle in a safe and legal manner, whether it is Borough owned or the employee's personal vehicle being used for Borough business. The Borough takes seriously its responsibility to promote responsible driving by employees while conducting Borough business to protect the lives and property of the Borough, our employees, and the community.

Every employee is obligated to report any unsafe Borough vehicle and any observed unsafe driving action of any employee driver of a Borough vehicle. All employees are required to abide by this policy.

It is unauthorized to use a Borough vehicle for personal gain or to use a Borough vehicle to conduct any other business activity that is not authorized by Borough management.

Employees must have a valid and current driver's license (including CDL when applicable) and good driving record to operate a Borough vehicle at any time, and when using a personal vehicle while performing Borough business. A personal vehicle used for Borough business must also have current vehicle registration, proper vehicle maintenance and current auto insurance with at least the minimum coverage required by the laws of the state where the vehicle is maintained.

All traffic accidents involving a Borough vehicle, regardless of severity, must be reported to the employee's immediate supervisor. Drivers must immediately report all violations received during the operation of a Borough vehicle to the Borough Manager. Violations include any ticket, charge, or other law enforcement proceeding. Employees are responsible for reporting to the police any Borough vehicle accident involving personal injury or property damage. The Borough is not responsible for fines incurred by an employee while driving a vehicle owned/leased by the Borough.

Accidents resulting in the employee's personal injury must be reported to the Borough Manager for Worker's Compensation reporting purposes. The Borough's procedures for reporting workplace injuries (see Accident Reports policy) would apply in this instance.

Any employee involved in an accident with a Borough vehicle who is determined through official court proceeding and/or insurance Borough investigation to be responsible for damage to Borough or other property, or injury to him/herself or another party through negligence or violation of any safety or driving rule or law resulting in an accident will be disciplined, up to and including discharge from employment. Additionally, the Borough reserves the right within applicable law to legally compel repayment to the Borough by the employee for repair/replacement of any damage to Borough or other property, or injury caused by his or her negligence or violation of any safety or driving rule or law that results in an accident. Any employees involved in a collision (both preventable and non-preventable) will be asked to take a defensive driving course post-incident.

The use of handheld cell phones while operating Borough vehicles and equipment is strictly prohibited. The Borough will provide hands-free devices or microphones to assist drivers that operate a vehicle or other equipment and need access to their cell phone for work-related reasons.

Vehicle Maintenance

An employee assigned a Borough vehicle shall be fully responsible for the general maintenance and proper care of the vehicle. It is the responsibility of the assigned driver to inform the Borough Manager of any vehicle maintenance needs or safety problems.

The Borough services its vehicles and equipment on a regular preventative maintenance calendar, in accordance with manufacturer's guidelines based on miles or hours of use. As an operator/driver, you are required to complete and maintain a diary/log showing when maintenance has been completed, including the date and mileage of these services. The diary/log should show both preventative and unscheduled maintenance that is performed on the vehicles and equipment.

Employees shall drive vehicles with reasonable prudence to conserve fuel and sustain them at the highest operating efficiency. Employees will be held accountable for maintaining proper fluid levels and tire air pressure as well as scheduling and presenting the vehicle for repair, service, adjustment and warranty work at the prescribed timeline and performing preventative maintenance when needed.

Use of a Personal Vehicle for Borough Business

The Borough may authorize certain employees to use his or her personal vehicle for Borough business. An employee authorized by the Borough to use his or her personal vehicle for Borough business must abide by all of the rules of this policy.

Authorized business mileage incurred during the use of an employee's personal vehicle for Borough business will be reimbursed at the current mileage rate established by the IRS. Reimbursed business mileage is defined as authorized mileage incurred at the direction, or for the benefit, of conducting Borough business, over and above the employee's normal commuting mileage to and from work.

No employee will be authorized to use a personal vehicle for Borough business without proof of personal vehicle insurance in an amount at least the minimum required by the laws of the state in which the vehicle is maintained. It is the employee's sole responsibility to obtain adequate vehicle insurance coverage for his or her personal vehicle.

Personal vehicles may not be housed in the Borough's maintenance garage or other facility overnight.

BUSINESS GIFTS AND GRATUITIES

Borough employees are prohibited from soliciting or accepting gifts in conjunction with employment with the Borough.

Violations of this ordinance will result in appropriate disciplinary or other employment action up to and including discharge from employment, as well as applicable criminal prosecution.

PERSONAL APPEARANCE AND WORK UNIFORMS

Appearance as perceived by the community is an important aspect of the Borough's overall image. Employees are required to report for work wearing clothing appropriate to their job duties and weather/work conditions, and that will present a positive image to our community.

Your common sense should lead you to practice good personal hygiene and to wear clean and neat clothing. Hair should be neatly groomed. Clothing should be laundered, wrinkle-free and not contain tears, frayed cuffs, or missing buttons, etc. Inappropriate work attire includes:

- Bathing suits, flip flops/shower shoes.
- Clothing that is too tight, too short, and/or too revealing.
- Visible tattoos and, with the exception of one earring in each earlobe, excessive body piercing are prohibited. Exception to this policy may be requested through the Borough Manager for a bona fide and accepted practice of religion that requires a visible marking, hair style or other accessory that is contrary to contents of this policy.
- Items, e.g., T-shirts, baseball hats, novelty items, etc., that display statements, pictures, slogans, etc. that violate any of the Borough policies with regard to discrimination, harassment, EEOC, or political conflicts policies.
- Jewelry/accessories that would interfere with work safety rules, interfere with the normal work performance or would present an undesirable image for the Borough.

Clothing, shoes, and accessories should comply with all Borough safety requirements and OSHA standards. Employees are prohibited from wearing jewelry that might contribute to injury or accident on the job, or that would in any way interfere with the normal performance of their duties.

This policy applies to all categories of employees.

SMOKING IN THE WORKPLACE

State law prohibits smoking, lighting, or carrying of any lighted tobacco product in any "enclosed workplace." The state Occupational, Safety and Health Division is responsible for enforcing this regulation.

In compliance with state and local regulations and to ensure a safe and healthy workplace, the lighting, carrying lighted, and/or smoking any tobacco product is prohibited inside any Borough office, enclosed work area or building on our premises. This includes e-cigarettes, vapes and any other smoking devices.

Employees who smoke are required to utilize authorized exterior smoking areas and to limit smoke breaks to coincide with lunch or other authorized work breaks.

All employees are required to abide by this policy. Violations by any employee will result in disciplinary action up to and including discharge from employment.

EMPLOYEE SUGGESTIONS

We believe that employees contribute to the operational success of the Borough. We value your input and appreciate your daily contribution to our efforts and goals. We would like to hear your ideas for any improvement that will enhance our workplace, save time, or reduce costs.

If you have a suggestion for solving a problem, improving operations or procedures, enhancing service to our community, reducing costs, eliminating waste or spoilage, or making this a better or safer place to work, please submit your idea in writing to the Borough Manager. Your suggestion should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reason(s) why you feel it should be implemented.

New Business Agenda Item #2: Consider snowplow indemnity agreement with Friendship Hose Fire Company No. 1.

AGREEMENT

THIS AGREEMENT entered into this ____ day of _____, 20__ by and between **SPRING GROVE BOROUGH**, a municipal corporation organized and existing under the laws of the Commonwealth of Pennsylvania, with offices at 1 Campus Avenue, Spring Grove, Pennsylvania 17362 ("Borough") and **FRIENDSHIP HOSE COMPANY NO. 1** with a principal office located at 73 South Main Street, Spring Grove, Pennsylvania 17362 ("Fire Company").

BACKGROUND

WHEREAS, the Borough has, by way of unwritten agreement, historically plowed the snow from the Fire Company's Property located along Main and Railroad Street in the Borough of Spring Grove, including the paved parking areas and the sidewalk areas in front of the parking bays, during inclement weather;

WHEREAS, the Borough and the Fire Company want to formally memorialize the terms and conditions by which Borough will continue to plow the above-described areas.

NOW THEREFORE, in consideration of mutual covenants and promises herein contained and intending to be legally bound hereby the parties agree as follows:

1. The Fire Company grants the Borough a license to enter upon the Fire Company Property and remove snow during inclement weather from the paved parking areas and the sidewalk areas in front of the parking bays (collectively the "Maintained Areas"). The Fire Company shall be responsible for removing the snow from the rest of the Fire Company Property. The timing of the plowing activities shall be prioritized along with the Borough's other plowing obligations.

2. The Borough may, with sixty (60) days written notice to the Fire Company, terminate its obligation to plow the Maintained Areas on the Fire Company Property as set forth above.

3. The Fire Company shall indemnify, release, and hold harmless the Borough, its agents, officers, and employees of and from any property damage to the Maintained Areas or the rest of the Fire Company Property, or any injury to any people, including, without limitation, the Fire Company's business invitees or employees arising out of or in connection with the Borough's snow plowing activities provided herein by the Borough on the Fire Company's Property (excepting personal injury, death, or property damage intentionally caused by the Borough, its officers, agents, and employees, or resulting solely from the negligence of the Borough, its officers, agents and employees, or the act of any of them committed with the intent to cause the injury, death or damage), or the preparation for or settlement of any litigation which might result in such liability, including, by way of example and not limitation, reasonable counsel fees and court costs.

4. No part or provision of this Agreement may be changed, modified, waived, discharged or terminated except by an instrument in writing signed by the party or parties against whom enforcement of such change, modification, waiver, discharge or termination is sought. The failure of a party to seek

redress for violation of, or to insist upon strict performance of, any provision of this Agreement shall not be a waiver of that provision by that party or estop that party from asserting fully any and all of its rights under this Agreement.

5. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

6. This Agreement shall be governed by, interpreted, construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania.

7. The parties agree that this Agreement and the obligations of the respective Parties hereunder shall be deemed personal, shall not be deemed a covenant that burdens and runs with the land of each of the respective Parties and, as such, shall not be binding upon the said Parties, their respective heirs, executors, administrators, successors nor assigns.

IN WITNESS WHEREOF, the Borough and the Fire Company have caused this Agreement to be executed and their respective corporate seals affixed, the ____ day of _____, 20__.

ATTEST:

SPRING GROVE BOROUGH

By: _____

Printed Name: Rebecca J. Stauffer

Title: President, Borough Council

ATTEST:

FRIENDSHIP HOSE COMPANY NO. 1

By: _____

Printed Name:

Title:

COMMONWEALTH OF PENNSYLVANIA :

: **SS:**

COUNTY OF YORK :

On this, the ____ day of _____, 20____, before me, a Notary Public in and for said County and State, the undersigned officer, personally appeared Rebecca J. Stauffer, who acknowledged herself to be the President of the Spring Grove Borough Council, a Pennsylvania municipal corporation, and acknowledged that she as such, as such officer, being authorized to do so, executed the within instrument for the purposes therein contained by signing her name as President.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

NOTARY PUBLIC

My Commission Expires:

COMMONWEALTH OF PENNSYLVANIA :

: **SS**

COUNTY OF YORK :

On this, the ____ day of _____, 20____, before me, a Notary Public in and for said County and Commonwealth, personally appeared _____, who acknowledged _____ to be the _____ of Friendship Hose Company No. 1, a Pennsylvania political subdivision, and that _____ as such officer, being authorized to do so, executed the within instrument for the purposes therein contained by signing the name of the fire company by _____ as _____.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

NOTARY PUBLIC

My Commission expires:

New Business Agenda Item #3: Consider appointment of Garrett Strouse as the Spring Grove Borough Fire Chief.

New Business Agenda Item #4: Consider approval of a handicapped parking space application for 30 North Main Street.

New Business Agenda Item #5: Consider approval of Resolution 01-2023 – rescind approval of several handicapped parking spaces.

**SPRING GROVE BOROUGH
YORK COUNTY, PENNSYLVANIA**

RESOLUTION 01 - 2023

**A RESOLUTION OF THE BOROUGH OF SPRING GROVE, YORK COUNTY,
RESCINDING PREVIOUSLY APPROVED HANDICAPPED PARKING SPACE
IN ACCORDANCE WITH SECTION 375-25 OF THE SPRING GROVE
BOROUGH CODE**

WHEREAS, Article IV, Section 375, Subsection 18 through 29 of the Spring Grove Borough Code (the “Code”) outline the requirements for handicap parking within the Borough of Spring Grove (the “Borough”); and

WHEREAS, a Borough resident must apply for a handicap parking space in accordance with Section 375-19 of the Code, which application is thereafter reviewed by the Borough Manager and acted upon by the Borough Council; and

WHEREAS, Section 375-25 of the Code requires the Borough Manager to annually review all handicap parking spaces within the Borough, and to submit a report to the Borough Council regarding the ongoing use of such spaces; and

WHEREAS, the Borough Council is required to rescind by resolution any previously approved handicap parking space(s) if one (1) of the criteria established in Section 375-25.B. are met.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Borough Council of Spring Grove Borough, that the following previously approved handicap parking spaces are hereby rescinded:

1. 138 North Water Street
2. 127 South East Street
3. 76 South Water Street

for the purposes set forth below, because the person to whom the handicap parking space and placard have been issued no longer:

- I. Resides at the location identified in the application;
- II. Possesses a currently licensed or registered motor vehicle with a current handicapped or severely disabled veteran registration plate or placard; or

III. Is entitled to the handicapped parking space as determined by Borough Council.

BE IT FURTHER RESOLVED that the effective date of the termination of the foregoing previously approved handicap parking space(s) shall be as of February 1, 2023.

All resolutions or parts of resolutions inconsistent with this Resolution are hereby repealed insofar, but only insofar, as the same are inconsistent herewith.

DULY ADOPTED, RESOLVED, AND ENACTED this 16th day of January, 2023, by the Borough Council of the Borough of Spring Grove, Pennsylvania, in lawful session duly assembled.

**Borough Council of the Borough of
Spring Grove, Pennsylvania**

ATTEST:

Zachary Gulden, Borough Secretary

By: _____
Rebecca J. Stauffer,
Council President

New Business Agenda Item #6: Consider approval of fire box card changes as requested by Friendship Hose Company #1.

Station #	04	York County Box #	04-01	Municipality	Spring Grove Boro		
Date:	9/18/2019						
	Engine	Tanker	Truck	Rescue	Brush	Other	Other
Fire Alarm	SINGLE STATION RESPONSE						
Box Alarm	Hazmat Alarm						
Investigation Inside	3		1			RIT	BLS
Gas Leak Inside							
Structure Fire High Risk 1A	4		2			RIT	BLS
Structure Fire High Risk 2A	3	1	2			RIT	BLS
Structure Fire High Risk 3A	3		1				BLS
Structure Fire High Risk 4A	3		1				BLS
Structure Fire High Risk 5A	3		1				BLS
Structure Fire High Risk 6A	3		1				BLS
Structure Fire Entrapment							
Structure Fire Residential 1A	3		1			RIT	BLS
Structure Fire Residential 2A	3	1	1			RIT	BLS
Structure Fire Residential 3A	3		1				BLS
Structure Fire Residential 4A	3		1				BLS
Structure Fire Residential 5A	3		1				BLS
Structure Fire Residential 6A	3		1				BLS
Burns w/Fire	Chimney Fire	Shed Fire					
Alert III (Aircraft Accident/Fire)	4					BLS	ALS
Bus Accident	SINGLE STATION RESPONSE						
Motorcycle Accident	SINGLE STATION RESPONSE						
MVA w/Injuries	SINGLE STATION RESPONSE						
ATV Accident	MVA w/ED	MVA into Structure CL 1					
MVA w/Entrapment	E11		R4, R12		(2) BLS	ALS	
Multi-Vehicle Pile Up	MVA w/Ejection	MVA w/Rollover					
Train Accident	Vehicle Off Bridge/Height						
Special Rescue	1		3		ATR	BLS/ALS	
Confined Space Rescue	High Angle Rescue	Structure Collapse	Trench Rescue				
Basic Rescue	SINGLE STATION RESPONSE						
Water Rescue			R4		BT52, ACBT32	ATR / BLS	
Boat In Distress	Ice Rescue	Sinking Vehicle	Watercraft Accident				
Single Station Response	SINGLE STATION RESPONSE						
Alert II (Local Standby)	Investigation Outside	Train Fire					
Assist PD	Landing Zone	Transfer Assignment					
Carbon Monoxide (CO) Detector	Medical Assist	Transformer Fire/Explosion					
CO Emergency	Mutual Aid	Tree Down on Structure					
Controlled Burn Extinguish	MVA Unknown Injuries	Unknown Type Alarm					
Electrocution Hazard	Person Struck	Unknown Type Fire					
Fuel Spill	Public Service	Vehicle Fire					
Gas Leak Outside	Search Detail	Wires/Pole Fire					
Duty Officer	DUTY OFFICER NOTIFICATION						
Alert I (Local Standby)	Bomb/Explosive	Burns No Fire					
MISC Notification	Road Closed/Open	Suspicious Object/Item					
Hazmat Incident	E11, E47-1				BLS		
Hazmat Notification							
Brush Fire	E4				BR11, BR12, BR47		
Outside Fire Small	Outside Fire Large						

Station # **04** York County Box # **04-01** Municipality **Spring Grove Boro**

Investigation Inside: E47-1, E12, E53-1, TK11, RIT, BLS

Structure Fire High Risk:

1st Alarm: E47-1, E12, E53-1, E505, TK11, TK79, RIT BLS

2nd Alarm: E62, ACE33-2, E79-3, T8, TK1, ACTK33, BLS

Structure Fire Residential:

1st Alarm: E47-1, E12, E53-1, TK11, RIT, BLS

2nd Alarm: E505, E62, E79-3, T8, TK79, RIT, BLS

Alert III (Aircraft Accident/Fire): E11, E47-1, E12, E53-1, BLS/ALS

Special Rescue: TK11, R4, R12, R505, ATR, BLS/ALS

Master Station Order

1	4
2	11
3	47
4	12
5	53
6	505
7	8
8	82
9	79-1
10	79-3
11	1
12	AC33-2
13	AC32-1
14	502
15	9

ATR Group

Fire Station 9
Fire Station 13
Fire Station 61
Fire Station 79

Tanker Task Force Group

Next Due Engine
Next Due Tanker
Next Due Tanker
Next Due Tanker
Next Due Tanker
Next Due Tanker

4 Working Fire Group

Next Due AIR
Next Due RIT
Next Due BLS/ALS
TRANSER 1 Engine to Sta4

Fire Police Group

Next Due Fire Police
Next Due Fire Police
Next Due Fire Police

Duty Officer Group

Hydrants In/Out of Service
Duty Officer
Next Due Duty Officer
Next Due Duty Officer
Next Due Duty Officer

Mayday Group

(3) Engines
(1) Truck
(1) Rescue
ATR Team
(8) BLS
(3) ALS
(1) Helicopter - Standby

Transfers

Unit to Station
E22-2
E52-1
E77
ACE32-1
ACE29

New Business Agenda Item #7: Consider appointing Neal Doyle to the Planning Commission with a term of January 16, 2023 – January 16, 2027.

E. Old Business

Old Business Agenda Item #1: 2023 Smoke in the Grove discussion and action.

The following agreement outlines the services that Andrew Shaffer, an Independent Contractor (“Contractor”), will provide to the Borough of Spring Grove (“Client”) in the Pre, During, and Post, Production of the 2023 Smoke in the Grove BBQ Festival.

- I. **CONTRACTOR** will provide contest and festival management, event production, and organizational services for the 2023 Smoke in the Grove BBQ Festival (“Event”) in the following ways:
 - a. **Operations & Logistics:** Contractor will assist Client with festival management, operations, logistics, and organizational responsibilities (Pre, During, and Post) for the 2023 Smoke in the Grove BBQ Festival including but not limited to the following:
 - i. **Contest Management:** Contractor, will act as the primary Contest and Judging Coordinator, this entails but is not limited to acting as the point person and liaison to BBQ Teams, Judges, Client, and KCBS as it relates to the management, operation, and execution of contest.
 - ii. **Festival Management:** Contractor, will act as the primary contact for entire festival, including but not limited to, food vendors, general vendors, volunteers, event suppliers such as generators, electricians, portable toilets, table, chair and rental company, golf cart rentals, marketing, sponsors, demonstrators, and the like.
 - iii. **Event Supplies:** Contractor through the Client will procure, acquire, distribute, and move event supplies. Supplies will be secured at Client’s expense. Client will reimburse Contractor for any approved out of pocket expenses.
 - iv. **Sanctioning:** Contractor will work with KCBS, SCA, and any other sanctioning bodies prior to, during, and post event to assure contests maintain smooth operation.
- II. **CLIENT RESPONSIBILITIES:** Client shall be responsible for any & all event expenses, licenses and permits required by law, rules, and regulations for the Event.
 - a. Client assumes all liability for Event and will retain adequate levels of insurance

as required.

- b. **Client** will enter into at the direction of the **Contractor** all contracts and be responsible for any and all costs related to **Event**.
- c. **Client** will provide volunteers to **Contractor** at levels adequate to produce contest.

III. **CONTRACTED LABOR FEES AND PAYMENT TERMS:** In return for the services provided to the Borough of Spring Grove by **Contractor**, **Client** will provide to **Contractor** the following:

- a. The fee of Six Thousand Dollars (\$6,000). This amount shall be due and payable to contractor as follows:
 - i. Seven payments of \$500 per month beginning January 1, 2023
 - ii. A final payment of \$2,500 shall due and payable to contractor at conclusion of event but no later than August 11, 2023.

IV. **TERM & TERMINATION:**

- a. This Agreement between Andrew Shaffer and the Borough of Spring Grove will extend from January 1, 2023 through August 31, 2023, or until all obligations hereunder are fulfilled. In the event of termination by **Client** or **Contractor**, **Contractor** shall receive a pro-rated fee for work completed. Billing upon cancellation shall be payable within thirty (30) days of the Borough of Spring Grove's notification to stop work.
- b. In the event that the **Event** is delayed or pushed back due to public health emergency, civil strife, or other external conditions **Contractor** and **Client** shall have right to terminate under the same terms as stated above or renegotiate the agreement upon notification. In such an event **Client** and **Contractor** will both make best effort to maintain the spirit of the original contract and work to best ensure a successful contest.

V. **TAXES:**

- a. It is further understood agreed that **Contractor** is being hired to perform services as an independent contractor and as such, shall be paid gross compensation with no taxes withheld. **Contractor** is responsible for any, and all tax liabilities related on said payment. **Contractor** must submit a W-9 Form for Payment and will receive a 1099 Form at the end of the year.

VI. **DISPUTE OF CONTRACT:**

- a. Both parties agree to all aspects of this agreement and acknowledge it cannot be changed without the express written consent of both parties. This contract shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania applicable to agreements executed and to be performed wholly within

such state and without regard to principles of conflicts of law. Each Party irrevocably (i) consents to the jurisdiction of the federal and state courts situated in the Commonwealth of Pennsylvania in any action that may be brought pursuant to this Agreement and (ii) submits to and accepts, with respect to its properties and assets, generally and unconditionally, the in-person jurisdiction of the aforesaid courts, waiving any defense that such court is not a convenient forum.

AGREED TO BY CONTRACTOR: ANDREW SHAFFER

SIGNATURE: _____ **DATE:** _____

AGREED TO BY CLIENT: BOROUGH OF SPRING GROVE

SIGNATURE: _____ **DATE:** _____

F. Correspondence and Other Business

1. Office hour's update

The office is now open to the public during normal operating hours of 8:00 AM – 4:30 PM.

The Public Works Department is now working 7:00 AM – 3:00 PM from October 1 – March 1 and 6:00 AM – 2:00 PM from March 2 – September 30.